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URBAN/MUNICIPAL

AGENDAS/MINUTES OF HTE MEETING
OF THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITES BOARD
OF DIRECTORS

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

CA4 ON HBL V89
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1988

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS
and
REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, January 15, 1988
8:00 A.M.
HAMILTON CONVENTION CENTRE
Webster "A"

URBAN MUNICIPAL
FEB 8 1988
GOVERNMENT DOCUMENTS

ANNUAL MEETING AGENDA

1. **Minutes of January 23, 1987** — Attachment 1

   1.1 Errors or Omissions
   1.2 Motion to Approve

2. **Reappointment of HECFI Board/ City of Hamilton Auditors**

   Pannell, Kerr, MacGillivray

3. **Status of Board Appointments** — Verbal

4. **Adjournment of Annual Meeting**

REGULAR MEETING

1. **Chairman's Remarks - 1987 Chairman of the Board**

2. **Minutes of December 11, 1987** — Attachment 2

   2.1 Errors or Omissions
   2.2 Motion to Approve

Regular Agenda
January 15, 1988

3. **Business Arising From the Minutes**

4. **Committee Reports/Minutes**

4.1	Copps Coliseum Committee Eleventh Report	Attachment 4.1
4.1.1	Copps Coliseum Committee Minutes of November 25, 1987	Attachment 4.1.1
4.2	Hamilton Convention Centre Committee Twelfth Report	Attachment 4.2
4.2.1	Hamilton Convention Centre Committee Minutes of November 27, 1987	Attachment 4.2.1
4.3	Hamilton Place Committee Tenth Report	Attachment 4.3
4.3.1	Hamilton Place Committee Minutes of November 26, 1987	Attachment 4.3.1
4.4	Audit & Finance Committee Twelfth Report	Attachment 4.4
4.4.1	Audit & Finance Committee Minutes of November 30, 1987	Attachment 4.4.1

5. **New Business**

6. **Other Business**

7. **Date of Next Meeting**

Friday, February 12, 1988
8:00 A.M.
Location to be Announced

8. **Adjournment**

Patricia Bennett
Secretary to the Board
January 11, 1988

Attachment 1

1. Minutes of Annual Meeting - January 23, 1987

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, January 23, 1987
9:00 A.M.
Copps Coliseum Board Room

MINUTES

PRESENT:
Mr. D. Braley, Chairman of the Board
Alderman B. Hinkley, First Vice Chairman
Mr. T. Yates, Second Vice Chairman
Mayor R. Morrow
Alderman T. Murray
Alderman J. Gallagher
Alderman R. Wheeler
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Dr. C. Bart
Mr. D. Beattie
Mr. W. McFarland
Mr. N. Levitt

ALSO PRESENT:
Mr. B. Conacher
Mr. J. Leuser
Mr. F. Bogden
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Crane
Ms. P. Bennett

1. Opening Remarks - 1986 Chairman of the Board

Mr. Braley welcomed Board Members to the meeting. The Secretary confirmed that all Members had been properly notified and the meeting was duly constituted for business.

Mr. Braley welcomed new Board Member Mr. Norman Levitt to the Board of Directors.

Mr. Braley announced that he will not stand for re-election as Chairman for 1987; that he has served as Chairman for five years both on the Hamilton Convention Centre Board of Directors and the HECFI Board of Directors and that he believed it was time for a change and a transition. Mr. Braley will remain on the Board for another year in the capacity of Board Member without office but expressed his willingness to provide assistance and direction to the new Chairman.

2. Call for Nominations of 1987 Officers

The Chair was turned over to the Secretary for the purpose of the Call for Nominations for the 1987 slate of officers. It was agreed that voting will be done by a show of hands.

3. Election of Officers

Chairman of the Board

Mr. Casey nominated Alderman Hinkley.

No further nominations were made. Nominations were declared closed.

ALDERMAN BRIAN HINKLEY WAS DECLARED CHAIRMAN OF THE BOARD BY ACCLAMATION.

Alderman Hinkley assumed the Chair. Alderman Hinkley's opening statements included an expression of gratitude to Past Chairman David Braley with the acknowledgement that Mr. Braley's chairmanship and direction had been served through difficult times.

First Vice Chairman

Mr. Braley nominated Mr. T. Yates.

No further nominations were made. Nominations were declared closed.

MR. TERRY YATES WAS DECLARED FIRST VICE CHAIRMAN OF THE BOARD BY ACCLAMATION.

Second Vice Chairman

Alderman T. Murray nominated Alderman J. Gallagher.

No further nominations were made. Nominations were declared closed.

ALDERMAN JOHN GALLAGHER WAS DECLARED SECOND VICE CHAIRMAN OF THE BOARD BY ACCLAMATION.

4. Call for Nominations of 1987 Committee Members
5. Election of 1987 Committee Members

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that

COMMITTEE MEMBERSHIP REMAIN IN TACT; and THAT VACANCIES BE FILLED BY ELECTION.

Amendment **MOVED** by Mr. Yates, seconded by Mr. Casey that

COMMITTEE MEMBERSHIP REMAIN IN TACT WITH VACANCIES BEING FILLED BY ELECTION; and THAT MR. DAVID BRALEY REPLACE ALDERMAN HINKLEY ON THE AUDIT & FINANCE AND THE HAMILTON CONVENTION CENTRE COMMITTEES AND MR. NORMAN LEVITT REPLACE MRS. JUDY GOWLAND ON THE HAMILTON CONVENTION CENTRE COMMITTEE.

MOTION CARRIED.

MOVED by Mr. Hector, seconded by Alderman Wheeler that

MR. DAVID BRALEY BE ADDED TO THE COPPS COLISEUM COMMITTEE MEMBERSHIP.

MOTION CARRIED.

MOVED by Mr. Hector, seconded by Mr. Cino that

MR. DAVID BRALEY RESIGN FROM THE AUDIT & FINANCE COMMITTEE AND THAT MR. NORMAN LEVITT REPLACE MR. BRALEY ON THAT COMMITTEE.

MOTION CARRIED.

During discussion of Audit & Finance Committee membership some concern was expressed that there will no longer be a City Councilman representative. It was however pointed out that the Chairman of the Board will attend these meetings as an ex-officio member; the secretary to clarify with HECFI legal counsel whether an ex-officio member has voting privileges.

6. Call for Nominations of 1987 Committee Officers
7. Election of 1987 Committee Officers

MOVED by Mr. Hector, seconded by Mr. Wheeler that

COMMITTEE CHAIRMEN AND VICE-CHAIRMEN SERVE FOR A PERIOD OF A MINIMUM OF TWO YEARS.

MOTION CARRIED.

8. Re-Appointment of HECFI Board/City of Hamilton Auditors

MOVED by Mr. Yates, seconded by Mr. McFarland that

THE HECFI BOARD OF DIRECTORS RE-APPOINT THE CITY OF HAMILTON AUDITORS, THE FIRM OF PANNELL, KERR, MACGILLIVRAY, FOR 1987.

MOTION CARRIED.

9. Adjournment

MOVED by Mr. Yates, seconded by Mr. Casey that

THE ANNUAL MEETING OF THE BOARD ADJOURN AT 9:40 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman Brian Hinkley, Chairman

Patricia Bennett, Secretary

Attachment 2

2. Regular Minutes of December 11, 1987

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, December 11, 1987
HAMILTON CONVENTION CENTRE

MINUTES OF REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman
Mr. T. Yates, First Vice-Chairman
Alderman J. Gallagher, Second Vice-Chairman
Alderman T. Murray
Alderman R. Wheeler
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. D. Braley
Mr. D. Beattie
Mr. N. Levitt

ALSO PRESENT: Mr. B. Conacher
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Crane
Mr. J. Leuser

REGRETS: Mayor R. Morrow
Mr. T. Casey
Dr. C. Bart

1. Chairman's Remarks

Alderman Hinkley opened the meeting informing the Board that the terms of office for three Board Members will expire December 31st, 1987; those of Messrs. Braley, Hector and Casey. Alderman Hinkley has been advised that Messrs. Braley and Hector will not reapply for membership on the Board and commended both gentlemen for their service to HECFI and to the Hamilton Convention Centre and Hamilton Place Theatre. An Appreciation Dinner will be scheduled to appropriately honour retiring Board Members.

2. Minutes of November 13, 1987

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE MINUTES OF NOVEMBER 13, 1987 BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 Central Utilities Plant - Surplus

Alderman Hinkley reported that the Executive Committee decided to take no action in respect of HECFI's recommendation that the surplus from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant. Following discussion it was agreed that HECFI's recommendation be amended to reflect surpluses for 1988 and future years.

4. Report from Director of Marketing

Nil

5. Committee Reports/Minutes

5.1 Copps Coliseum Committee Tenth Report

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM TENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT ONE DAY PER YEAR BE SET ASIDE FOR PUBLIC SKATING AT COPPS COLISEUM AND THAT THE ONE DAY PER YEAR BE FREE OF CHARGE.

THAT AN APPROPRIATION OF $40,000. BE ESTABLISHED AS PER THE 1988 CAPITAL BUDGET SUBMISSION FOR THE SUPPLY AND INSTALLATION OF ADVERTISING DISPLAY PANELS TO BE LOCATED ON THE MEZZANINE CONCRETE BAND OF COPPS COLISEUM AND THAT TENDER DOCUMENTS FOR THIS WORK BE PREPARED SO THAT THIS WORK MAY PROCEED AS SOON AS POSSIBLE AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE TENDER SUBMITTED BY STEEL ART SIGNS LTD. IN THE TOTAL AMOUNT OF $322,910. FOR THE SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) FULL MATRIX/POSTER UNIT, AND ONE (1) SECONDARY MATRIX/POSTER UNIT TO BE LOCATED ON THE NORTH WEST AND NORTH EAST CORNERS RESPECTIVELY OF COPPS COLISEUM BE ACCEPTED AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

(i) Guidelines for the use of the Hamilton Room will be discussed at the next Committee meeting;
(ii) Status Report on Confirmed Events/Performances at Copps Coliseum - December 1987 to March 1988;
(iii) November 4, 1987 correspondence from the Hamilton Fire Department expressing appreciation for assistance provided by Copps Coliseum management and staff during Fire Prevention Week;
(iv) November 3, 1987 correspondence from Mr. N. Freedman, Ontario Pro Basketball Ltd. expressing appreciation to Copps Coliseum staff in assisting to make the NBA Pistons/Rockets game as success;
(v) October 22, 1987 correspondence from The Honourable Otto Jelinek expressing appreciation for efforts on his family's behalf at the Moscow Circus;

(vi) Consolidated Unaudited Operating Results for HECFI for the Ten Month Period Ended October 31, 1987;
(vii) Unaudited Operating Results for the C.U.P. for the Ten Month Period Ended October 31, 1987;
(viii) Report by the Director of Copps Coliseum.

5.1.1 Copps Coliseum Committee Minutes of October 28, 1987

MOVED by Alderman Murray, seconded by Mr. Beattie that

THE COPPS COLISEUM COMMITTEE MINUTES OF OCTOBER 28, 1987 BE RECEIVED.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee Eleventh Report

MOVED by Mr. Yates, seconded by Mr. Levitt that

THE HAMILTON CONVENTION CENTRE COMMITTEE ELEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT APPROVAL BE GIVEN FOR AN AMOUNT OF $20,895.39 TO BE EXPENDED FROM OPERATIONAL FUNDS FOR REPLACEMENT EQUIPMENT REQUIRED AT THE CONVENTION CENTRE.**

MOTION CARRIED.

The following items were received for information:

(i) Director's Report - October 1987;
(ii) Correspondence, Comment Cards and Client Evaluations;
(iii) Unaudited Operating Results for the Ten Month Period to October 31, 1987.

5.2.1 Hamilton Convention Centre Committee Minutes of October 23, 1987

MOVED by Mr. Yates, seconded by Mr. Levitt that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF OCTOBER 23, 1987 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Place Committee Ninth Report

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE NINTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT THE REQUIRED SUBSIDY FOR 1987 SCHOOL PROGRAMMING, NOT TO EXCEED $10,000., CONTINUE TO BE PROVIDED FROM THE HAMILTON PLACE INNOVATIVE PROGRAM RESERVE AS NOTED IN THE 1987 BUSINESS PLAN AND IN KEEPING WITH PAST POLICY.**

MOTION CARRIED.

The following items were received for information:

(i) Verbal report from the Director of Hamilton Place;
(ii) Report from the Assistant Director of Hamilton Place;
(iii) It was agreed that included in the Director's report will be advertising, promotion and sales information; the Marketing Report will be renamed HECFI Marketing Services Report;
(iv) Consolidated Unaudited Operating Results for the Ten Month Period Ended October 31, 1987;
(v) The 1988 Operating Budget.

5.3.1 Hamilton Place Committee Minutes of October 29, 1987

MOVED by Mr. Hector, seconded by Mr. Cino that

THE HAMILTON PLACE COMMITTEE MINUTES OF OCTOBER 29, 1987 BE RECEIVED.

MOTION CARRIED.

5.4 Audit & Finance Committee Eleventh Report

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE AUDIT & FINANCE COMMITTEE ELEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE 1988 OPERATING BUDGETS FOR HECFI AND CUP BE APPROVED PRIOR TO BEING SUBMITTED TO THE CITY'S EXECUTIVE COMMITTEE.

THAT THE HECFI CHRISTMAS PARTY FOR HECFI EMPLOYEES INCLUDING ONE GUEST PER EMPLOYEE, SCHEDULED FOR DECEMBER 21, 1987 AT THE HOLIDAY INN, BE SUBSIDIZED AT HALF OF THE TOTAL COST; and THAT TRANSPORTATION BY TAXIS FOR EMPLOYEES BE SUBSIDIZED, IF REQUIRED, UP TO $1,000; and THAT AN OVERDRAFT TO ACCOUNT NUMBER 8330-0198, STAFF RELATIONS/PROMOTIONS, BE AUTHORIZED FOR THIS PURPOSE.

THAT IN RESPECT OF THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT - THE COST OF PROVIDING FREE PARKING IN 1988 TO OUT-OF-TOWN DELEGATES FOR CONVENTIONS OR TRADE SHOWS NO LONGER BE FINANCED FROM THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT OR FROM HECFI OPERATING ACCOUNTS; and THAT HECFI NO LONGER HAVE ADMINISTRATIVE RESPONSIBILITY FOR THIS PROGRAM.

THAT FOR THE USE OF THE HAMILTON CONVENTION CENTRE, $7,700. IN RENTAL CHARGES BY THE PENTECOSTAL ASSEMBLIES OF CANADA ON AUGUST 24 - 30, 1988 BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT, SUBJECT TO FURTHER FUNDING FOR 1988.

THAT FOR THE USE OF SPACE IN THE HAMILTON CONVENTION CENTRE, DUE TO INCLEMENT WEATHER FOR THE CLOSING CEREMONIES OF THE CANUSA GAMES ON AUGUST 9, 1987, $1,548.15. BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT SUBJECT TO FURTHER FUNDING FOR 1988.

THAT THE REQUIRED SUBSIDY FOR 1987 PROGRAMMING, NOT TO EXCEED $10,000., CONTINUE TO BE PROVIDED FROM THE HAMILTON PLACE INNOVATIVE PROGRAM RESERVE AS NOTED IN THE 1987 BUSINESS PLAN AND IN KEEPING WITH PAST POLICY.

THAT THE PROJECT FOR THE SUPPLY AND INSTALLATION OF ADVERTISING DISPLAY PANELS TO BE LOCATED ON THE MEZZANINE CONCRETE BAND OF COPPS COLISEUM IN THE GROSS AMOUNT OF $40,000. AS PROVIDED FOR IN THE 1988 PORTION OF THE 1988 - 1992 CAPITAL BUDGET BE PROCEEDED WITH; and THAT THIS PROJECT BE FINANCED IN 1988 FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. 0280-48.

THAT THE TENDER SUBMITTED BY STEEL ART SIGNS LTD., IN THE TOTAL AMOUNT OF $322,910. FOR THE SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) FULL MATRIX/POSTER UNIT, AND ONE (1) SECONDARY MATRIX/POSTER UNIT TO BE LOCATED ON THE NORTH-WEST AND NORTH-EAST CORNERS RESPECTIVELY OF COPPS COLISEUM BE ACCEPTED; and THAT THE PURCHASE BE FINANCED FROM WORK IN PROGRESS EXPENDITURE ACCOUNT NO. 0408-U32762, EXTERIOR SIGNS.

THAT THE HECFI BY-LAWS BE APPROVED, AS AMENDED.

MOTION CARRIED.

The following items were received for information:

(i) Director of Finance and Administration's Report;
(ii) HECFI Consolidated Unaudited Operating Results for the Ten Month Period Ended October 31, 1987;
(iii) CUP Unaudited Operating Results for the Ten Month Period Ended October 31, 1987;
(iv) Workers' Compensation - CUP;
(v) Summary of Insurance Coverages for HECFI and CUP;
(vi) Liability Insurance for HECFI Christmas Party;
(vii) Financial Analysis of Special Events Subsidy Reserve Account.

5.4.1 Audit & Finance Committee Minutes of November 2, 1987

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE AUDIT & FINANCE COMMITTEE MINUTES OF NOVEMBER 2, 1987 BE APPROVED.

MOTION CARRIED.

6. New Business

6.1 Profs

Alderman Gallagher raised the issue of the Profs software being removed from Messrs. Conacher's and Leuser's offices. The Managing Director/CEO explained that although Profs has been removed from Mr. Leuser's and his office, the software has not been removed from either of Mr. Leuser's secretary's or his secretary's computers, thereby ensuring accessibility with the City. This decision was based on efficiency and cost effectiveness (cost of each unit - $1,600 annually).

7. Other Business

7.1 Term of Office - Board of Directors

The Board received for information the December 11, 1987 memorandum from the Board Secretary advising of the expiration of terms of office for Board Members Braley, Casey and Hector and of application requirements.

8. Date of Next Meeting

Due to the holidays during Christmas and New Years it was agreed to postpone the next meeting by one week. The meeting will be held **Friday, January 15, 1988.**

9. Adjournment

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE MEETING ADJOURN AT 10:50 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

_____
Brian Hinkley, Chairman

_____
Patricia Bennett, Secretary

4.1 Copps Coliseum Committee Eleventh Report

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

January 11, 1988

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF JANUARY 6, 1988**

The Copps Coliseum Committee presents its **ELEVENTH** Report and respectfully recommends the following:

1. Request for Subsidy 1988 O.F.S.A.A. High School Hockey Championships - Saturday, March 26, 1988

That no action be taken on the request for subsidy for the above noted event. Further, the O.F.S.A.A. High School Hockey Championships be permitted to licence the use of Copps Coliseum for the event on March 26th, 1988, under the following terms and conditions:

- A flat Basic Building Fee of $6,500. per Event Day (Saturday, March 26th, 1988);

- A Ticket Selling Commission of $300.00 or 3% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater.

  Further, if and where applicable, a Credit Card Service Charge of 3% of the sale of tickets by Credit Card;

- All Event Staff and Event Sheet Charges;

- Copps Coliseum to receive 15% of the gross revenues (less any applicable retail sales taxes) derived from the sale of souvenirs, novelties and programs directly related to this event. Further, the Licencee is responsible for all the costs related thereto.

- The above terms and conditions will be transferred onto a standard Licence Agreement.

NOTE: Documentation is attached.

2. **1988 National Gymnastics and Trampoline Championships in Copps Coliseum - May 21 and 22, 1988**

That costs directly related to the licenced use of Copps Coliseum for the above noted event be subsidized by the Special Events Subsidy Fund up to a maximum of $11,000.00. The LICENCEE will be responsible for all costs in excess of $11,000.00.

Further, the LICENCEE be permitted to licence the use of Copps Coliseum for the above noted event under the following terms and conditions:

- A minimum of $6,000.00 or 12% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater, per performance;

- A flat fee of $3,000.00 per move-in/move-out/rehearsal day;

- A Ticket Selling Commission of $300.00 or 3% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater, per performance. Further, a Credit Card Service Charge of 3% of the sale of tickets by Credit Card.

- All Event Staff and Event Sheet Charges.

NOTE: Documentation is attached.

3. **Casual Ice Rentals**

That the Director of Copps Coliseum recommends that a program be implemented of "Casual Ice Rentals" at a charge of two hundred and seventy-five dollars ($275.00) per hour.

NOTE: Documentation is attached.

The following are for information only:

1. **Central Utilities Plant Deregulation of the Natural Gas Industry**

That the report entitled Central Utilities Plant Deregulation of the Natural Gas Industry, as submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

2. **Client Evaluation Form**

That the Client Evaluation Form as completed by Donald K. Donald in response to The Moscow Circus held at Copps Coliseum, October 6 - 12, 1987, be received for information.

NOTE: Documentation is attached.

3. **Consolidated Unaudited Operating Results for HECFI for the Eleven Month Period Ended November 30, 1987**

That the Consolidated Unaudited Operating Results for HECFI for the Eleven Month Period Ended November 30, 1987, be received for information.

4. **Unaudited Operating Results for the Central Utilities Plant for the Eleven Month Period Ended November 30, 1987**

That the Unaudited Operating Results for the Central Utilities Plant for the Eleven Month Period Ended November 30, 1987, be received for information.

5. Report by the Director of Copps Coliseum

That the report submitted by the Director of Copps Coliseum, be received for information.

Respectfully submitted,

T. Murray

Alderman T. Murray, Chairman

Leslee Stewart

Leslee Stewart, Secretary

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXX **FOR INFORMATION:** _____

TO: Copps Coliseum Committee
Attention: Ms. L. Stewart, Secretary

COPIES TO: Mr. B. K. Conacher, Managing Director/Chief Executive Officer, HECFI

FROM: Mr. J. Crane, Director, Copps Coliseum

DATE: December 18th, 1987

SUBJECT: **1988 O.F.S.A.A. High School Hockey Championships - Saturday, March 26th, 1988**

RECOMMENDATION:

That no action be taken on the request for subsidy for the above noted event. Further, the O.F.S.A.A. High School Hockey Championships be permitted to licence the use of Copps Coliseum for the event on March 26th, 1988, under the following terms and conditions:

- A flat Basic Building Fee of $6,500. per Event Day (Saturday, March 26th, 1988);

- A Ticket Selling Commission of $300. or 3% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater.

  Further, if and where applicable, a Credit Card Service Charge of 3% of the sale of tickets by Credit Card;

- All Event Staff and Event Sheet Charges;

- Copps Coliseum to receive 15% of the gross revenues (less any applicable retail sales taxes) derived from the sale of souvenirs, novelties and programs directly related to this event. Further, the Licencee is responsible for all the costs related thereto.

- The above terms and conditions will be transferred onto a standard Licence Agreement.

BACKGROUND:

- Please see attached letter of request.

- Currently, on an annual basis, Copps Coliseum has two days in April set aside for minor hockey, i.e. minor hockey day and ringette day.

- The following is a list of events that are currently requiring subsidy funding in 1988:

  - Minor Hockey Day
  - Ringette Day
  - Winterfest
  - 1988 National Gymnastic and Trampoline Championships
  - Hamilton Indoor Games
  - 1988 Ontario Summer Games Closing Ceremony

Respectfully submitted,

JC:mgm
Attachment

John T. Crane,
Director.

The Board of Education for the City of Hamilton

100 MAIN STREET WEST, P.O. BOX 558
HAMILTON, ONTARIO, CAN. L8N 3L1
TELEPHONE (416) 527-5092

ENTERED DEC 17 1987

1987 12 16

Mr. Joe Tsao
Sales Executive
Victor K. Copps
Trade Centre/Arena
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Mr. Tsao:

Please find attached a copy of a proposal for the use of Copps Coliseum for the 1988 Ontario Federation of School Athletic Associations Hockey Championship March 23-26, 1988.

As discussed in our phone conversation of December 9th this proposal is being submitted on behalf of the organizing committee. I would appreciate your assistance in directing it to the appropriate individual for inclusion on the Board's next agenda.

If I can provide any further information or if there is an opportunity to appear before the Board, I would greatly appreciate hearing from you.

Sincerely,

Chris Newman
Sports Convenor

CN:la
encl.

PROPOSAL FOR THE USE OF COPPS COLISEUM

FOR THE 1988 O.F.S.A.A. HIGH SCHOOL HOCKEY CHAMPIONSHIPS

HOSTED BY THE HAMILTON INTERSCHOLASTIC ATHLETIC COUNCIL

MARCH 23-26, 1988

Ladies and Gentlemen of the Board:

The Hamilton Interscholastic Athletic Council (H.I.A.C.), the governing body of secondary school sports for the Hamilton Board of Education is pleased to be hosting the All-Ontario High School hockey championship this year. Drawing 16 of the best high school teams from across the province, the three day tournament is the culmination of a long season for approximately 10,000 students that participate on nearly 500 teams across the province. All are aiming for the right to compete at the 40th annual Ontario Federation of School Athletic Associations (O.F.S.A.A.) hockey championship.

It is particulary exciting for the H.I.A.C. to be hosting this event, in that Hamilton's Hill Park Rams were O.F.S.A.A. quarter-finalists in 1987. That, combined with the interest generated towards hockey in Hamilton by the Canada Cup in August and September at Copps Coliseum, has organizers very enthusiastic.

In an effort to make this event truly unique to any of its predecessors, the Organizing Committee would like to formally request the use of the Victor K. Copps Trade Centre/Arena from 12:00 noon to 6:00 p.m. on Saturday March 26th 1988. In addition, we ask that the Board of Directors assist in the financing of this event by considering an offsetting grant to cover the costs incurred in hosting the two final games at the Coliseum.

While the Organizing Committee realizes the costs of operating the Coliseum are sizeable, it is noteworthy that other sectors of the community are involved in the funding of this tournament. The Hamilton Board of Education is providing the ice time during the pool play and the Athletic Therapists throughout the tournament. While negotiations are not yet final, it would appear that Coca-Cola, the Royal Bank, Mothers Pizza/Pasta, Canadian Tire and the Hamilton Sheraton are all involved in a significant way. There is of course, heavy involvement from the Hamilton/Burlington Spectator and CHML. The Organizing Committee intself is comprised of volunteers from our teaching staff and the community at large.

The tournament will be headquartered at the Hamilton Sheraton. All out-of-town teams will stay at the Sheraton and we are currently negotiating to have the Championship banquet at either the Sheraton or the Convention Centre. The pool play portion of the tournament has been scheduled at various municipal arenas. However, the showpiece of the 1988 Championship are the two games where the gold, silver and bronze medals are presented. The feeling of the committee is that if it were at all possible, it would be truly special to have these games played in a major league facility.

.../2

Recent O.F.S.A.A. Hockey Championships have attracted crowds of 2500 to 4000, depending on the involvement of local teams. Last year in North Bay there was a sizeable contingent from Metro Toronto, as 8 of the 16 teams were from the surrounding Toronto/Hamilton area. This year, it is fair to expect that there will be a similar number from the Metro area and Hamilton will have one and possibly two entries. Given these two factors alone, fan support should be considerable.

The O.F.S.A.A. championship has drawn the attention of many outside of high school hockey. In recent years, particularly in 1984 when Hamilton last hosted this event, there were representatives from the Ontario Hockey League, the Ontario Universities Athletic Association and the National Hockey League. As well, a number of N.H.L. teams were involved in providing draw prizes for the players. In addition to the attendance of various media from the cities represented at the tournament, there has always been support from the Toronto media, particularly the three dailies. This year, the O.F.S.A.A. office has confirmed the intent of CHCH-TV to televise the gold and bronze medal games. Obviously, CHCH would prefer to have those games played at the Coliseum.

It is our hope that the Board of Directors will look favourably upon this request and help us make this a truly unique and memorable experience for the young men competing in this tournament.

Respectfully submitted on behalf of
the 1988 O.F.S.A.A. Hockey Committee

Chris Newman
Sports Convenor
Hamilton Board of Education

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel. 416/526-44

MEMORANDUM

FOR ACTION: [X] **FOR INFORMATION:** [ ]

TO: Copps Coliseum Committee
Attn: Ms. L. Stewart, Secretary

COPIES TO: Mr. Brian K. Conacher
Managing Director/CEO
HECFI

FROM:
Mr. J. Crane
Director
Copps Coliseum

DATE:
1987 December 29

SUBJECT:
1988 National Gymnastics and Trampoline Championships in Copps Coliseum, May 21st and 22nd, 1988

RECOMMENDATION:

That costs directly related to the licensed use of Copps Coliseum for the above noted event be subsidized by the Special Event Subsidy Fund up to a maximum of $11,000.00. The LICENCEE will be responsible for all costs in excess of $11,000.00.

Further, the LICENCEE be permitted to licence the use of Copps Coliseum for the above noted event under the following terms and conditions:

- A minimum of $6,000.00 or 12% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater, per performance;

- A flat fee of $3,000.00 per move-in/move-out/rehearsal day;

- A Ticket Selling Commission of $300.00 or 3% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater, per performance. Further, a Credit Card Service Charge of 3% of the sale of tickets by Credit Card.

...2/

- All Event Staff and Event Sheet Charges.

M E M O R A N D U M from

COPPS COLISEUM

BACKGROUND:

- The Championships will involve 400 out-of-towners coming to Hamilton for five to seven days.

- National publicity for Hamilton and Copps Coliseum, as this event will be televised live, nationally by CTV for two hours from Copps Coliseum on Sunday, May 22, 1988.

- Please see attached for more details.

- The following is a list of events that are currently requiring subsidy funding in 1988:

  - Minor Hockey Day
  - Ringette Day
  - Winterfest
  - 1988 O.F.S.A.A. High School Hockey Championships
  - Hamilton Spectator Indoor Games
  - 1988 Ont. Summer Games Closing Ceremony

Respectfully submitted

COPPS COLISEUM

John T. Crane
Director

JTC:dn

Attchmts.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

December 8th, 1987.

Mayor R. Morrow,
City of Hamilton,
City Hall,
71 Main Street West,
Hamilton, Ontario.
L8P 1H4

Re: 1988 National Gymnastics & Trampoline Championships

Dear Mr. Mayor:

Pursuant to your memo dated November 25, 1987, concerning the above referenced subject, please be advised that Copps Coliseum has never been approached by the organizers of the Championships for financial assistance during our dialogue over the past year. A licence agreement for the use of Copps Coliseum was issued on July 30th, 1987, which includes the standard terms and conditions.

I can only assume, based on the information provided, that the organizing committee is requesting a grant from the City directly and independently.

Please contact me directly if further information or assistance is required.

Yours very truly,

COPPS COLISEUM,

JTC:mgm

John T. Crane,
Director.

cc: Mr. B. Conacher, Managing Director/Chief Executive Officer, HECFI
Mr. J. Tsao, Sales Executive, Copps Coliseum
Mr. R. Sugden, Culture and Recreation Department, City of Hamilton
Mr. G. Macaluso, Manager, Visitor & Convention Services, Region of Hamilton-Wentworth

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Economic Development Department
119 King Street West, 15th floor
Hamilton, Ontario, Canada
Industrial Development Convention and Tourism (416) 526-4222
Toronto Direct 694-5732
Telex No. 061-8466

Mailing Address:
P.O. Box 910, Hamilton, Ontario
L8N 3V9
Canada

Refer to File No.
Attention of
Your File No.

December 3, 1987

MEMORANDUM

TO: Mayor Robert Morrow

FROM: Gabe Macaluso

RE: 1988 National Gymnastics and Trampoline Championships

Mr. T. Moynihan, Executive Director of the Gymnastics and Trampoline Championships, contacted this department in early 1987 informing us that the 1988 Championships were going to be held in Hamilton at Copps Coliseum and that the Sheraton Hotel was designated to house the athletes and officials. Negotiations to bring this event to Hamilton took place between these three parties.

Mr. Moynihan informed me that the purpose of contacting this department was to a) request assistance in servicing the out-of-town athletes and officials i.e. providing promotional literature assisting in housing and developing social programs and b) requesting financial assistance to hold a press reception announcing the event. On both requests we responded in the affirmative. Councillor Don Ross represented you at the Press Conference held at the Sheraton and co-sponsored by HECFI and the Region.

I do recall my Convention Sales Representative mentioning to me that Mr. Moynihan had had discussions with HECFI's Director of Marketing regarding a City grant under the 'Special Events Subsidy Fund' administered by HECFI to offset the rental cost at Copps Coliseum. It was felt that because of the proposed National T.V. coverage by the C.T.V. Network and the economic impact to the community, HECFI would look favourably to awarding a grant.

GM/paj

ROBERT M. MORROW
MAYOR

Hamilton

25 November 1987

M E M O

TO: Mr. R. Sugden
Culture & Recreation Department

Mr. Gabe Macaluso
Visitor & Convention Services

Mr. John Crane ✓
General Manager
Copps Coliseum

FROM: Mayor Robert M. Morrow

RE: 1988 National Gymnastics & Trampoline Championships

Attached please find copies of correspondence from Mr. Kerry T. Moynihan, Executive Director, 1988 National Gymnastics and Trampoline Championships to be held at Copps Coliseum May 19-22, 1988.

Would you please advise me if the information provided is in keeping with any previous arrangements made.

Thank you.

Bob

RMM/cd
Attch.

1988 NATIONAL GYMNASTICS AND TRAMPOLINE CHAMPIONSHIPS ONTARIO INC.

Organizing Committee: 1220 Sheppard Ave. E. • Willowdale, Ontario • M2K 2X1 • (416) 495-1110 • Telex 06-986157 OSAC TOR

NOV 17 1987

ORGANIZING COMMITTEE
CHAIRPERSON
RHODA SILZER
FINANCE
LESTER WOOD
TECHNICAL
GENE SUTTON
PROTOCOL
JANIS HRIC
HOSTING
JANET CAMPBELL
MARKETING
PATRICK KENNELLY
SECURITY & ACCREDITATION
KEVIN EBY

November 12, 1987

Mr. Robert Morrow
Mayor
The Corporation of The City of Hamilton
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mayor Morrow:

Approximately six months from today, gymnasts, coaches, judges, volunteers, parents, media, and spectators will converge on Hamilton, the site for the 1988 National Gymnastics and Trampoline Championships.

Curtis Hibbert's silver medal at the recent World Championships in Rotterdam has resulted in a tremendous amount of media coverage and in turn public interest. Our Women's team placed 8th overall in the world, and we had three gymnasts in the top 30.

Therefore, our Nationals, and in turn the City of Hamilton, will be focal point in preparation for next September's Olympic Games in Seoul.

On behalf of the Organizing Committee, we wish to express our thanks to you for your support over the last six months, as we commenced our initial planning.

As you are well aware, to stage an event of this size requires the commitment and dedication of various levels of government, the private sector, and the public.

.../2

Accordingly, please find enclosed a copy of our formal request to The Corporation of The City of Hamilton for assistance in the amount of $11,000. We understand that the request exceeds the stated amount in the guidelines, however, we trust you can appreciate and support our argument for the higher amount.

If you require any further information or clarification with respect to our application, please feel free to call.

Yours very truly,

Kerry T. Moynihan
Executive Director

c.c. R. Silzer
L. Wood

ktm.238/lb

1988 NATIONAL GYMNASTICS AND TRAMPOLINE CHAMPIONSHIPS ORGANIZING INC.

Organizing Committee: 1220 Sheppard Ave. E. • Willowdale, Ontario • M2K 2X1 • (416) 495-4110 • Telex 06-986157 OSAC TOR

ORGANIZING COMMITTEE
CHAIRPERSON
RHODA SILZER
FINANCE
LESTER WOOD
TECHNICAL
GENE SUTTON
PROTOCOL
JANIS HRIC
HOSTING
JANET CAMPBELL
MARKETING
PATRICK KENNELLY
SECURITY & ACCREDITATION
KEVIN EBY

VIA COURIER

November 12, 1987

Mr. Kevin Beatty
Grants Co-ordinator
The Corporation of The City of Hamilton
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

RE: APPLICATION FOR A GRANT - 1988 NATIONAL GYMNASTIC AND TRAMPOLINE CHAMPIONSHIPS

Dear Mr. Beatty:

Please find enclosed a completed Application Form for a grant from The City of Hamilton.

The Organizing Committee has been hard at work in preparation for the "Best Ever" National Championships. The highlight of the Championships will be the finals to be broadcast live, nationally, by CTV for two hours from Copps Coliseum.

Another key part of our Championships will be the involvement of volunteers from the Hamilton-Wentworth community.

We are given to understand that there is a $1500 maximum ceiling on grants from the City. For an event of this stature and the benefits that will accrue to Hamilton, we respectfully request an increased amount be considered for the following reasons:

1. Economic spinoffs of 600 out of town gymnasts/coaches/judges/parents, spending money on hotels, meals, etc. for five to seven days.

2. The eyes of the country will be focused on Copps Coliseum in Hamilton on the Sunday.

.../2

3. Curtis Hibbert's Silver Medal at the World Championships in Rotterdam has generated a significant amount of media and public interest in gymnatics. Curtis is one of Canada's best medal hopes at the 1988 Summer Olympic Games in Seoul.

4. The Women's 8th place finish at the World Championships, together with three girls in the top 30 in the world, has also generated interest in the sport in Canada.

5. We are not getting reduced rental rates at Copps Coliseum where we will broadcast the finals live nationally on CTV.

Given the aforementioned, we respectfully request approval for our grant to support the 1988 National Gymnastics and Trampoline Championships.

Please feel free to call me at (416) 495-4312 or (416) 495-4110 should you have any questions.

Yours very truly,

Kerry T. Moynihan
Executive Director

ktm.230/1b

c.c. R. Silzer
L. Wood

Kevin Beatty - 12/03/87
- has not been dealt with - not til Jan 3rd 1988
- can only deal with grant for current year

THE CORPORATION OF THE CITY OF HAMILTON

APPLICATION FOR CONVENTION OR RECEPTION GRANT

Each organization applying for a grant is required to complete this form and forward same to Mr. D. K. Beattie, Grants Co-ordinator Treasury Department, City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4 (telephone 526-2739).

1. **Name, Address and Telephone Number of organization:**
   1988 National Gymnastics and Trampoline Championships (Ontario) Inc.
   1220 Sheppard Avenue East
   Willowdale, Ontario
   M2K 2X1
   (416) 495-4312

   Liason Person Mr. Kerry T. Moynihan **Phone No.** (416) 495-4312

2. **Provide a brief history of your organization (Constitution, Charter, By-laws) and indicate if it is incorporated as a non-profit or charitable organization.**

   See attached Appendix 1

3. **What are the general objects and/or functions of your organization?**

   See attached Appendix 2

4. a) **Amount of the grant request** $ 11,000.

   b) **Indicate when payment of grant is required.**

	Amount	Date
Upon City Council Approval	$	
Other Date or Instalments	$ 11,000.	June 1, 1988
	$	
	$	

DATE: January 1987

PUBLICATION: Hamilton Spectator

SUBJECT: '88 Nationals

****

GYMNASTICS

Hamilton lands '88 championships

HAMILTON WILL play host to the 1988 Canadian gymnastics and trampoline championships.

"I am really, really, excited about this," said Gene Sutton, chairman of the women's technical committee for the Ontario Gymnastic Federation, which spearheaded the move to bring the championships to the city.

"It is very difficult to convince people that something doesn't have to be held in Toronto to be successful."

The championships, which could bring as many as 500 competitors from across Canada, will be held May 19-22, 1988. Most of the competitions will be staged at McMaster University with the finals scheduled for Copps Coliseum, where they will be televised live by the CTV network.

"This year's championships are in Winnipeg and they are televising just the final day," said Sutton. "There has been some talk that they might want to televise two days in Hamilton, so we don't know yet whether we'll be at Copps Coliseum for just the final day or the final two days."

Having Copps Coliseum available was a key factor in winning the bid, said Sutton.

"We've never been able to host something like this before because we didn't have the facility," she said. "Our goal is to fill the lower tier of the arena (10,000) for the finals."

Sutton, who will act as technical director for the championships, said there will be mens' and womens' competitions, as well as trampoline. It will include individual and team competitions in compulsories and optionals.

A teacher and gymnastics coach at Delta Secondary School, Sutton said she hopes to get all the gymnastics clubs in Hamilton, Burlington, Oakville and St. Catharines involved.

"This could be a real shot in the arm to gymnastics in Hamilton," said Sutton. "I would also like to get a lot of students involved in roles like minor officials."

Sutton said that while women's gymnastics in Hamilton is on the upswing, men's gymnastics and high school gymnastics is shaky. She's hoping that seeing the best male gymnasts in the country could spur some interest locally.

The '88 championships will be an important event in the Canadian Gymnastics Federation's selection process to pick the Canadian team for the '88 Summer Olympic Games in Seoul, South Korea.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION: [X] **FOR INFORMATION:** [ ]

TO: Chairman and Members of Copps Coliseum Committee
Attn: Ms. L. Stewart, Secretary

COPIES TO:

Mr. Brian Conacher
Managing Director/C.E.O.

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1987 December 21

SUBJECT:

Casual Ice Rentals

RECOMMENDATION:

The Director of Copps Coliseum recommends that a program be implemented of "Casual Ice Rentals" at a charge of two hundred and seventy-five dollars per hour ($275.00).

...2

M E M O R A N D U M from

COPPS COLISEUM

BACKGROUND:

There appears to be an interest by groups and particularly corporate groups, to rent the ice when available at Copps Coliseum on an hourly basis.

The ice would be rented on the following "Terms and Conditions":

1. Ice time shall be paid in advance by cash or cheque. Payment must be received prior to the group entering the facility to use the ice.

2. There shall be no pre-arranged exhibition games by the contracted group, unless approved by the Director.

3. The ice time shall be cancelled by the Director at any time.

4. Copps Coliseum shall not be responsible for any personal losses and/or damages through stolen property or personal injury.

5. The contracted party shall pay for the repairs of damages that may be caused as a result of using the dressing room and other facilities.

6. There would be one dressing room assigned for the use of the contracted group.

Respectfully submitted

COPPS COLISEUM

John T. Crane
Director

JTC:dn

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION: [X] **FOR INFORMATION:** [ ]

TO: Copps Coliseum Committee
Attn: Ms. L. Stewart, Secretary

COPIES TO:

Mr. B.K. Conacher
Mr. J. Leuser

FROM:

Mr. J. Crane
Director, Copps Coliseum

DATE:

1987 December 17

SUBJECT:

Central Utilities Plant - Deregulation of the Natural Gas Industry

RECOMMENDATION:

For information purposes only.

BACKGROUND:

During the past few months, my staff have attended seminars held on "How to Profit from Natural Gas Deregulation". Considerable cost savings are attainable through the direct purchase of natural gas from primary suppliers.

With the deregulation of the natural gas industry, a mechanism has been created whereby consumers can directly purchase needed gas resources from Western suppliers. This gas is then sold back to the local distributors at a profit to the consumer. The consumer then purchases natural gas from the local gas distributor at the regular scheduled rate. Profit is derived from the difference between what the consumer paid for the gas from the primary supplier and what they would in turn receive upon selling it to their local gas distributor. The consumer would receive quarterly rebate cheques as a result of this transaction. It is projected that savings to the magnitude of 20-30% could be realized from this buy/sell purchase arrangement.

The Association of Municipalities of Ontario (AMO) have recently formed a non-profit subsidiary company (GASAMO) whereby bulk purchase agreements would be negotiable with western gas suppliers on behalf of its member municipalities. The AMO would charge a fee for their services i.e. administration costs, legal fees, etc. I anticipate it taking upwards to a year for this system of natural gas purchase to get established and operating. Since the mechanism is currently being established whereby GASAMO would group all AMO members under one contract, I feel we would be premature in negotiating a contract exclusively for HECFI facilities at this particular time. Should GASAMO enter into a buy/sell agreement on behalf of Ontario municipalities, then we, as members, will realize cost savings without expending our time and monies at the present time. However, should GASAMO fail to implement a buy/sell agreement by the end of 1988, we should endeavour to negotiate a similar agreement on behalf of HECFI shortly thereafter.

My staff have had recent discussions with Union Gas Ltd. in an attempt to negotiate the most favourable gas rates available to us at the present time. With an increasing dependency on natural gas as our sole fuel supply, we should be able to negotiate a reduced rate structure for both City Hall and the C.U.P. These likely discounts would be realized immediately and I anticipate, would translate into savings of approximately 5 to 7% annually on the purchase of natural gas.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Attention: Director
Tel. 416/527-7900

CLIENT EVALUATION

We very much appreciate if you would take the time to complete this questionnaire.

Your comments will assist us in reviewing our overall performance.

PROMOTER Donald K Donald

ADDRESS _____

DATE OF EVENT THE MOSCOW CIRCUS - CANADA '87 - OCTOBER 6-12, 1987

	Yes (Please check)	No	Comments
BOOKING			
Was the Sales Executive helpful?	☑	☐	
Were you given all details regarding rental rates and other costs?	☑	☐	
Do you feel the rates and costs are fair?	☐	☑	TOO HIGH FOR SO MANY SHOWS
Were the dates you wanted available?	☑	☐	
BOX OFFICE			
Was the Box Office Manager helpful?	☑	☐	
Were you given all details regarding Box Office fees and procedures?	☑	☐	
Was the service satisfactory?	☐	☑	MORE KNOWLEDGE OF COMPUTER CAP ITIES NEEDED BY OPERATORS & PEOPLE IN CHARG
EVENT CO-ORDINATION			
Was the Events Manager/Assistant helpful?	☑	☐	
Was the service/co-operation satisfactory?	☑	☐	
Did you receive technical advice?	☑	☐	
Was the set-up satisfactory?	☑	☐	
OPERATIONS			
Was the building clean?	☑	☐	
Was the building temperature satisfactory?	☑	☐	
Were the dressing rooms satisfactory?	☑	☐	
Were the media/promoter rooms satisfactory?	☑	☐	
SECURITY			
Was the Security Supervisor helpful?	☑	☐	
Was the Security Entrance Guard helpful?	☑	☐	
Was the Building Security adequate?	☑	☐	
SETTLEMENT			
Was the Finance Director/Assistant helpful?	☑	☐	
Were all event costs itemized?	☑	☐	
Was the breakdown of costs satisfactory?	☐	☒	TOO MANY SA-ICC CHARGES. NOT ENOUGH INFORMATION IN FIGHT DAY

GENERAL COMMENTS

It was a pleasure to work with people who went out of their way to have their bldg. well received and enjoyed. We like this venue & staff

(OVER)

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

1987 December 21

REPORT BY THE DIRECTOR OF COPPS COLISEUM

The Director and his staff wish all Board members of Hamilton Entertainment and Convention Facilities Inc., a happy and joyous New Year.

The year 1987 was a very productive one for Copps Coliseum, in that we exceeded our goals in terms of revenue and number of event days.

We proved once again that, indeed, we have a multi-purpose facility by staging many different events such as: the City of Hamilton Winterfest, Spectator Indoor Games, Moscamania, Alice Cooper Rock Show, N.B.A. Basketball, M.S. Skate-a-thon, Walt Disney's World on Ice, Wrestlemania III, Royal Lipizzan Stallions, Roger Waters Concert, Grenadier Guards, Moscow Circus, Commercial Filming, Automotive Show, John Denver Concert, Hamilton East Lions Rodeo, the Beach Boys Concert, Chris DeBurgh Concert, Waylon Jennings, Minor Hockey, Ringette Tournament and, of course, our complete hockey schedule.

The highlight for Copps Coliseum 1987 was the Canada Cup International Hockey Series. The series itself was very exciting and hockey experts were saying that it was the best Canada Cup since the 1972 Super Series. Approximately 107,000 fans attended the nine games played at the Coliseum, and total revenue generated by the series was quite substantial.

A very tight control over operating expenditures in 1987 resulted in a budgetary surplus at the end of the fiscal year. As a result of this budgetary surplus, a decrease in the 1988 operating budget for Copps Coliseum in the amount of $56,620.00 was submitted, and subsequently approved by the HECFI Board of Directors.

During this past year, a number of capital projects were initiated and completed. The projects and associated benefits and costs are itemized on the following pages:

...2/

a) Administration Office Expansion

This project allowed for the expansion of the Administration Offices, so as to provide an area for the box office function i.e. telephone and mail orders. Reserve space for future expansion has also been created. Total project cost $136,600.00.

b) Improvements to Retail Mall

This work which is presently underway and scheduled for completion in February 1988 will provide a finished corridor throughout a section of the retail/mall area. With the completion of this corridor, efforts to lease this space will commence. Total project cost $99,000.00.

c) Improvements to Arena Lighting

Improvements to the arena lighting system allow us more flexibility in providing desired light levels. Lighting intensity is more evenly distributed to the arena surface and dimming controls afford a more effective and efficient operation. Total project cost $50,000.00.

d) Improvements to House Sound System

Improvements to the house sound system have resulted in increased performance, i.e. clarity and projection of this system. Additions of system components, i.e. amplifiers, mixing board, tape players has created a more versatile and professional system. Total project cost $36,000.00.

e) Construction of the Hamilton Room

With the construction of the Hamilton Room, an area has been created for V.I.P. hospitality. This room can also be utilized for press receptions, meetings and entertaining. Total project cost $50,000.00.

f) Security Office Expansion/Security System

A state-of-the-art security system comprised of surveillance cameras and motion detectors was installed. This system, which is monitored centrally from the security office on a 24 hour 7 day a week basis, provides for effective security control. The original security office was expanded and modified so as to provide better control over media and staff persons entering the building. Total project cost $80,000.00.

...3

g) Provision of Sun Screen, West Elevation

This work was limited in 1987 to windows bordering the west concourse licenced area. In 1988, the remaining windows along the west elevation will be covered. The drapery installed is very pleasing aesthetically and also reduces the cooling load on the building by restraining the sun's rays. Total project cost in 1987 $10,000.00.

Respectively submitted

COPPS COLISEUM

John T. Crane
Director

JTC:dn

4.1.1 Copps Coliseum Committee Minutes of November 25, 1987

COPPS COLISEUM COMMITTEE
Wednesday, November 25, 1987
11:30 A.M.
Copps Coliseum Board Room

PRESENT: Alderman J. Gallagher, Acting Chairman
Alderman B. Hinkley, Chairman, HECFI Board
Mr. W. McFarland

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. D. Braley
Mr. D. Beattie
Alderman T. Murray
Mr. T. Casey

The Acting Chairman called the meeting to order at 1:05 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 11:40 P.M.

THAT NO ACTION BE TAKEN ON THE LOSS OF BUSINESS CLAIM WITH RESPECT TO THE ARENA FLOOR RECONSTRUCTION.

THAT ON PAGE 2 OF THE RECOMMENDATION, ENTITLED MARKETING THE LICENCED USE OF THE AVAILABLE "PRIVATE BOXES" IN COPPS COLISEUM, AS SUBMITTED BY THE MANAGING DIRECTOR/CEO, HECFI, PARAGRAPHS 4 AND 5 BE DELETED AND THAT THE FOLLOWING BE INSERTED; "THE OPENING OF ALL "CLOSED BIDS" FOLLOW THE TENDERING PROCEDURE AS SET OUT BY THE CORPORATION OF THE CITY OF HAMILTON, AND IF INFORMATION IS REQUIRED, MR. BRIAN CONACHER, MANAGING DIRECTOR/CEO, HECFI, OR MR. JOHN T. CRANE, DIRECTOR, COPPS COLISEUM, MAY BE CONTACTED IN THIS REGARD."

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM - DECEMBER 1987 TO MARCH 1988, BE RECEIVED FOR INFORMATION.

THAT THE COPPS COLISEUM FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1987, BE RECEIVED FOR INFORMATION.

THAT THE NAMES OF STAFF BE DELETED FROM PAGES 13, 14, 15, 16, 17, AND 18 OF THE COPPS COLISEUM OPERATING BUDGET 1988.

THAT THE COPPS COLISEUM OPERATING BUDGET 1988, BE APPROVED, AND FORWARDED TO THE AUDIT AND FINANCE COMMITTEE FOR CONSIDERATION.

THAT THE MATTER OF WORKMENS' COMPENSATION BOARD BE REFERRED TO THE AUDIT AND FINANCE COMMITTEE FOR DISCUSSION TO DETERMINE IF IT IS THE RESPONSIBILITY OF THE COPPS COLISEUM OPERATING BUDGET FOR 1988, OR IF IT IS THE RESPONSIBILITY OF THE CITY OF HAMILTON'S WCB PACKAGE.

THAT THE C.U.P. OPERATING BUDGET 1988, BE APPROVED, AND FORWARDED TO THE AUDIT AND FINANCE COMMITTEE FOR CONSIDERATION.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 1:Ø5 P.M.

1. Minutes of October 28, 1987
1.2 Motion for Approval

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE MINUTES OF OCTOBER 28, 1987, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Free Public Skating

Alderman Hinkley suggested that during the free public skate, a slide presentation on the Coliseum be shown and staff could be on hand to explain about the Coliseum's history, its size, its operation and management. He further suggested that tours be conducted and material distributed on the Coliseum along with information on upcoming events, etc. Alderman Hinkley asked that the Director of Copps Coliseum work with Mr. Norm Marshall on advertising this event and organizing a programme.

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

ONE DAY PER YEAR BE SET ASIDE FOR PUBLIC SKATING AT COPPS COLISEUM, AND THAT THE ONE DAY PER YEAR BE FREE OF CHARGE.

MOTION CARRIED.

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE DIRECTOR OF COPPS COLISEUM DEVELOP A PROGRAMME FOR THE PUBLIC SKATE TO BE HELD IN COPPS COLISEUM AND THAT THE EVENT BE PUBLICIZED THROUGH THE CITY OF HAMILTON'S CULTURE AND RECREATION DEPARTMENT, AND THE EXPENSES ASSOCIATED WITH THE EVENT ARE TO BE KEPT TO A MINIMUM.

MOTION CARRIED.

2.2 Guideline for the Use of the Hamilton Room

The Secretary was directed to place this item on the next agenda of the Copps Coliseum In Camera Committee meeting. The Director of Copps Coliseum inquired if the Jehovah Witness Convention can use the Hamilton Room during their Convention in 1988, and Alderman Hinkley advised that this matter will be discussed by the committee at their next meeting.

3. Marketing
3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - December 1987 to March 1988

Alderman Gallagher mentioned that the organizers of the Hamilton Spectator Indoor Games held a media conference announcing that Ben Johnson was not a confirmed participant in the 1988 games and an invitation was not extended to the Chairman and Members of the Copps Coliseum Committee who should be kept abreast of any event changes.

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - DECEMBER 1987 TO MARCH 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items
4.1 COPPS COLISEUM - Advertising Display Panels

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

AN APPROPRIATION OF $40,000.00 BE ESTABLISHED AS PER THE 1988 CAPITAL BUDGET SUBMISSION, FOR THE SUPPLY AND INSTALLATION OF ADVERTISING DISPLAY PANELS TO BE LOCATED ON THE MEZZANINE CONCRETE BAND OF COPPS COLISEUM, AND THAT TENDER DOCUMENTS FOR THIS WORK BE PREPARED SO THAT THIS WORK MAY PROCEED AS SOON AS POSSIBLE, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4.2 COPPS COLISEUM - Awarding of Tender, Exterior Electronic Signage

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE TENDER SUBMITTED BY STEEL ART SIGNS LTD., IN THE TOTAL AMOUNT OF $322,910.00 FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF ONE (1) FULL MATRIX/POSTER UNIT, AND ONE (1) SECONDARY MATRIX/POSTER UNIT TO BE LOCATED ON THE NORTH WEST AND NORTH EAST CORNERS RESPECTIVELY OF COPPS COLISEUM BE ACCEPTED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

Alderman Hinkley requested that the Director of Copps Coliseum secure a letter from the City's Traffic Department prior to erecting the exterior electronic sign which ensures that the sign does not obstruct traffic and does not encroach upon city property.

5. New Business
5.1 Hamilton Fire Department - letter

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE LETTER FROM THE HAMILTON FIRE DEPARTMENT DATED 1987 NOVEMBER 4 ADDRESSED TO THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Ontario Pro Basketball - letter

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE LETTER FROM MR. NORMAN J. FREEDMAN, Q.C. OF ONTARIO PRO BASKETBALL LTD. DATED 1987 NOVEMBER 3 ADDRESSED TO THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 The Honourable Otto Jelinek - letter

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE LETTER FROM THE HONOURABLE OTTO JELINEK DATED 1987 OCTOBER 22 ADDRESSED TO THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Hinkley requested the Director of Copps Coliseum to draft a comment card for the next meeting of the Copps Coliseum Committee. He suggested that the Director obtain a comment card from both the City Hall and the Hamilton Convention Centre in order that he may draft a card for Copps Coliseum.

5.4 Consolidated Unaudited Operating Results for HECFI for the Ten Month Period Ended October 31, 1987

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.5 Unaudited Operating Results for the C.U.P. for the Ten Month Period Ended October 31, 1987

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE UNAUDITED OPERATING RESULTS FOR THE C.U.P. FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE REPORT SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

Nil

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Date of Next Meeting

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MEET THE FOURTH WEDNESDAY IN JANUARY 1988 OR AT THE CALL OF THE CHAIRMAN.

MOTION CARRIED.

1Ø. Adjournment

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE MEETING ADJOURN AT 1:45 P.M.

MOTION CARRIED.

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

4.2 Hamilton Convention Centre Committee Twelfth Report

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, November 27, 1987
8:00 hours
Room 314, HCC

PRESENT: Mr. Terry E. Yates, Chairman
Alderman Reg Wheeler, Vice-Chairman
Alderman Brian Hinkley

ALSO PRESENT: Mr. Brian K. Conacher
Managing Director/CEO, HECFI
Mr. William J. Penfold
Director, Hamilton Convention Centre
Mr. John A. Leuser
Director, Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. David O. Braley - other business
Mr. Duncan M. Beattie - vacation
Mr. Norman Levitt - out of town

Chairman's Remarks

1. Chairman's Remarks

The Chairman called the meeting to order at 8:04 hours.

Minutes of previous meeting

2. Minutes of previous meeting

It was MOVED by Alderman Wheeler, seconded by Alderman Hinkley -

THAT THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 23, 1987, BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Director's Reports

3. Director's Report for October, 1988
Director's Report on Attendance at Sixth Annual Convention Centre Conference in Monterey

The Director, HCC, reported that October had set a record for the biggest revenue month ever - $357,000, which was 11% over budget and 25% over the same month in 1986. For the year, it was 18% over budget and 17% over 1986. Future sales for the month were far above those for the previous year - $361,428 vs. $215,671. Convention Sales appeared to be steady and had exceeded their objective up to the end of the month, but it could be forecast that Conventions would

..... 2

be down in 1988 from 1987, but would be up again in 1989 and 1990.

Corporate meetings during the month had all contributed to its success with ShawWare Incorporated (160 each day), the Institute of Chartered Accountants (50 each day) and Intertask Ltd. (170). Both the Round Dance Festival (700) and the Recycling Council of Ontario (275) added to the Conventions during the month. Trade Shows were represented by the Hamilton Construction Association, which brought 3,500 people through the gates. Special Events included Oktoberfest (1,200), Women's World, Chedoke-McMaster Fashion Show (55), Women's Canadian Club (500), Ministry of Health Exhibit (450) and Horizon Holidays (825) as the highlights.

Banquets were also prominent - the Football Hall of Fame Dinner (770), McMaster Centennial (950), Dofasco (900), Bishop Ryan (300), Otis Elevators (470), St. Stanislaus Church (1,100), Hamilton Board of Education (500), Hamilton-Wentworth Quarter Century Club (660) and the Ministry of Transport (650) were the many organizations represented.

The time between Christmas and the New Year would be spent as usual in bringing the Centre up to its usual highly-maintained state with the Wentworth floor being painted, and the walls and rugs in the building also receiving the necessary attention. Committee members would have noticed the new fans in the foyer, installed to utilize better the heat, which tends to rise to the ceilings. The front doors were to be weather-stripped and if necessary a heating unit would be placed behind the Information Desk.

A new Assistant Chief Steward was added to the staff - Ken Campbell, who was previously employed at the Brock Hotel in Niagara Falls; his presence will strengthen a department which has long been a problem at the Centre.

Ms. Renee Velke has been appointed to the permanent position of Information Desk Supervisor and will continue to represent the Centre well in a position she has occupied since the opening.

The Director reported that Karen Dowhan, Sales Secretary for the past two years, is on maternity leave. She and her baby daughter are both well.

The Director's report on the Sixth Annual International Convention Center Conference is available from the

..... 3

Secretary; the Director was again impressed by the many speakers and panels he heard and attended. The conference had as usual, been an interesting learning experience for all the attendees.

It was MOVED by Alderman Hinkley, seconded by Alderman Wheeler -

THAT THE DIRECTOR'S REPORTS BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

Correspondence and Client Evaluations

4. Correspondence

5. Client Evaluations

The above two items were discussed briefly, with the main item being the temperature of the building; it was pointed out that during the spring and fall, it can be difficult to keep the building at a suitable temperature, as it can take as long as 48 hours for the "chillers" to be effective in operation. The Chairman hoped the people responsible were attempting to keep the building comfortable by noting the long-range weather forecasts and acting accordingly.

It was MOVED by Alderman Hinkley, seconded by Alderman Wheeler -

THAT THE CORRESPONDENCE ITEMS AND THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Unaudited Operating Results

6. Unaudited Operating Results for the Ten-month period ended October 31, 1987.

The Director, Finance/Administration, presented this report as follows:-

"The Convention Centre realized for the month of October and the ten month period ended October 31, 1987 budgetary surpluses of approximately $11,749 and $209,241 respectively.

"The budgetary surpluses arose primarily due to revenue for the month and ten month period exceeding budget by $35,065 or 10.9% and $339,885 or 18.2% respectively.

..... 4

"The month of October 1987 was the best revenue month ever for the Hamilton Convention Centre with revenue of $356,873 being realized. The previous record revenue month was June 1987, with revenue of $330,717 being realized."

He also pointed out that overdrafts may be expected when expenditures are running ahead of budgets.

It was MOVED by Alderman Hinkley, seconded by Alderman Wheeler -

THAT THE UNAUDITED OPERATING RESULTS FOR THE TEN MONTH PERIOD TO OCTOBER 31, 1987 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

Operations Budget - Purchases

7. Operations Budget

It was explained to the members by the Director, HCC, that the purchases listed in the supporting material for his recommendation were necessary to replace equipment at the Centre. While the requirement was over and above the Operational Budget, 1987 had been a good year financially, and the funds were available. His advice was that the purchases should be made prior to the new year; they included Fine China, Serving Trays, Glass Racks, Platform Trucks, Dinner Plates, Mobile Tray Racks and Crystal. A similar recommendation had been approved the previous year, and it was a situation that was closely monitored through the months; when the requirements became evident towards the end of the calendar year, management would review the situation and make a recommendation.

It was MOVED by Alderman Wheeler, seconded by Alderman Hinkley -

THAT $20,895.39 BE EXPENDED FROM OPERATIONAL FUNDS FOR REPLACEMENT EQUIPMENT REQUIRED AT THE CONVENTION CENTRE

MOTION CARRIED

Secretary

Motion to move In Camera

8. Motion to Move In Camera

It was MOVED by Alderman Wheeler, seconded by Alderman Hinkley -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

..... 5

Motions carried In Camera

9. Motions carried during In Camera Session

9.1 Marketing/Sales Division Reports

THAT THE MARKETING/SALES DIVISION REPORTS FOR THE MONTH OF OCTOBER BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

9.2 Finance/Administration Division

THAT THE 1988 OPERATING BUDGET FOR THE HAMILTON CONVENTION CENTRE BE APPROVED AND FORWARDED TO THE BOARD WITH A RECOMMENDATION FOR ITS ADOPTION

9.3 Show Services

THAT CHAIR-MAN MILLS LIMITED OF HAMILTON BE DESIGNATED AS THE OFFICIAL SHOW SERVICES REPRESENTATIVE FOR THE HAMILTON CONVENTION CENTRE AND THAT THE BOARD OF DIRECTORS BE RECOMMENDED TO CONFIRM THE DESIGNATION

9.4 Electrical Services

THAT THE FIRM OF AINSWORTH ELECTRIC BE DESIGNATED AS THE OFFICIAL ELECTRICAL CONTRACTOR FOR THE CONVENTION CENTRE, AND THAT THE DIRECTOR, HCC, BE AUTHORIZED TO DEAL DIRECTLY WITH AINSWORTH ELECTRIC IN THE CONTRACT PROCESS

Date of next meeting

10. Date of next meeting

It was agreed that the next meeting would be held at 8:00 o'clock a.m. on Friday, December 18, 1987.

Adjournment

11. Motion for Adjournment

It was MOVED by Alderman Hinkley, seconded by Alderman Wheeler -

THAT THE MEETING BE ADJOURNED AT 9:00 HOURS

MOTION CARRIED

Taken as read and approved,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

4.2.1 Hamilton Convention Centre Committee Minutes of November 27, 1987

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF JANUARY 08, 1988

The Hamilton Convention Centre Committee presents its TWELFTH REPORT for 1987 and the following items are given for information:-

1. Purchase of Dishwasher

A recommendation of the Director, with supporting material, was tabled until the next regular meeting of the Committee, pending further information being obtained regarding the breakdown of cost between the equipment and installation, and the length of time the equipment could be expected to operate efficiently. For the information of Board Members, a copy of the Director's recommendation and supporting material is attached hereto as APPENDIX "A".

2. Unaudited Operating Results for the Eleven-month period to November 30, 1987.

It was moved, seconded and carried that the Unaudited Operating Results for the Eleven-month period to November 30, 1987 be approved, and forwarded to the Board of Directors. For the information of Board members, this material will be included with the Report of the Audit and Finance Committee.

3. Director's Report for the month of November 1987

It was moved, seconded and carried that the Director's Report be approved and forwarded to the Board of Directors. A copy of the Report is attached hereto as APPENDIX "B".

4. Correspondence and Comment Cards

5. Client Evaluations

These two items were received for information.

6. Date of next meeting

It was agreed that the next meeting of the Committee would take place on Friday, January 29, 1988.

Respectfully submitted,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

HAMILTON
CONVENTION
CENTRE

Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director DATE: January 4, 1988

Hamilton Convention Centre

FOR ACTION XX FOR INFORMATION _____

TO: B O A R D _____ OR AUDIT/FINANCE and HAMILTON CONVENTION CENTRE COMMITTEES XX

SUBJECT: **Dishwasher for Convention Centre**

RECOMMENDATION: **It is strongly recommended that Stainless Steel Products be selected as the company to supply and install the new Dishwasher at a sum not to exceed $123,000.00.**

BACKGROUND: Attached, Committee members will find a memorandum from the Operations Manager, which requests the supply and installation of a Dishwasher system. Please note that while four companies bid on the proposal, only Stainless Steel Products Ltd. of Brantford, quoted on the complete proposal, i.e. supply and installation. Dealing with one company both for the supply and installation is very advantageous, especially if there are subsequent problems, and the warranty from the company is two years. Stainless Steel Products were the original suppliers and installers of the existing dishwasher system when the building first opened.

The requirement is an urgent one for the Centre, as the existing machine is breaking down continually. Additionally, business has doubled since the original installation, and the existing system is just not adequate for the business that the Centre is doing.

The Dishwasher cost is $123,000; there is $60,000 available in 1987 Capital Funds and a further $65,000 has been requested in the 1988 Capital Budget. This budget is expected to be approved by City Council in the January/February time frame. The Dishwasher is the No.2 Priority Capital item in HECFI for 1988 and it is expected that funds for this item will be approved.

The Director, Operations Manager, Executive Chef and Chief Steward visited the Norfolk Hospital in Simcoe, where a similar system to that proposed by Stainless Steel Products is installed. The Dietician responsible for the Kitchen at the Hospital recommended the installation highly; it had been installed for about a year and was working very well.

It is proposed that the Kitchen at the Centre close from July 4-15, 1988 for Dishwasher installation. Since there is a six-month lead time for equipment purchase, Board approval for the Dishwasher is required in January.

William J. Penfold, Director
Hamilton Convention Centre

WJP:bg
Attch.

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. William J. Penfold, Director, Hamilton Convention Centre

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: November 6, 1987

SUBJECT: **Dishwasher**

The present dishwasher at the Convention Centre, a Blakeslee Flight, is not adequate for the substantial amount of food and beverage sales that the Centre has on an annual basis. During the past two years, the dishwasher has broken down on several occasions, causing delays with down time which ultimately affects the efficiency of all Departments.

The original design of the dishwashing area is not conducive to an efficient operation. The pot sinks which are too small, are not in an ideal location. The majority of the pots are put directly through the dishwasher causing a build up of grease in the machine, which ultimately causes further operating problems. There is no dishtabling and racking system with rollers or waste disposal system. Presently, all glasses are emptied into bus pans and the bus pans are then emptied into a sink. This is very labour-intensive; as well there is a lot of spillage leaving the floor in an unsafe condition. Also, the position of the dishwasher limits the effective use of the dishwashing area, by limiting the work areas and access through the room.

It is necessary to upgrade the dishwasher and reorganize this important area into an efficient operating unit by purchasing a Hobart # FTM-822 Series Dishwasher along with complete dishtabling, pot sink and a Hobart # EL-5-1224 Ecololine Waste System.

Proposals were requested by the Purchasing Department of the City of Hamilton for the supply and installation of a dishwasher system for the Convention Centre. The following proposals were received:

Stainless Steel Products Limited	$104,000.00
American Fixture Company Limited	$64,349.80
Del-Bac	$59,320.00
Niagara Restaurant Supply Ltd.	$62,629.24

..... 2

The price quoted by Stainless Steel Products includes all equipment as indicated on the requirement page of the tender, a copy of which is attached. This is the only company that quoted on the dishtabling, which is an integral part of the reorganization of the dishwashing area.

All other prices are for the supply only of the dishwasher and waste systems.

Prices quoted are inclusive of all taxes.

Subsequent to the request for proposals, it was determined that the blower dryer attachment, an option on the Hobart 822 Series, is a necessity for the overall efficiency of the dishwashing machine. Due to the high humidity in the area, there are extensive costs and labour involved in hand drying all the dishes that are still wet at the unloading end of the machine. With the blower dryer unit, it will ensure that all dishes are completely dry, thereby reducing our current labour and laundry costs.

The price for installation of this attachment as quoted by Stainless Steel Products is $18,997.00, inclusive of all taxes.

Considering that Stainless Steel Products were the only company that quoted on the entire package, and that it is preferable to do a project such as this through one company, I recommend we proceed with the supply and installation of the dishwasher system by Stainless Steel Products, in accordance with their quotation, for the total cost of $122,997.00, which is within the budgeted figure of $125,000.00 for this project.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Encl.

REQUIREMENTS

SUPPLY & INSTALLATION OF A DISHWASHER SYSTEM

Jobsite Contact: Mr. Steve Dockman, Director of Operations at 523-5883

Dishwasher - Hobart FTM-822 (575/60/30) c/w Regulated Electric Heat
- Booster
- Microcomputer Controls
- Stainless Steel Frame, Legs, Feet & Panels all around machine

Waste System - Hobart EL-5-1224 Econoline c/w Trough Connection & Silver Saver

Stainless Steel Ducts - Connected to Existing Exhaust System to conform to the Building Code

Dishtable - Proposed Design Sketches must be submitted with Proposal.
- Requirements of this table to connect between Waste System & Washer and will provide a scrapping area to remove debris from dishes etc. and drain into the Waste System and will also enable easy transport of our trays and racks into the Dishwasher.
- This system to be designed to carry our 14" x 18" & 16" x 20" Trays & 20" x 20" Dish Racks

Pot Sink - S/S 3 Compartment (Each 30" x 30" x 14"D)
12 Feet Long

PROPOSAL ANALYSIS - OCTOBER 9, 1987

SUPPLY, DELIVER & INSTALL DISHWASHER SYSTEM, HAMILTON CONVENTION CENTRE

	TOTAL BID INC. TAXES	COMMENCE DATE	COMPLETION DATE
Stainless Steel Products Limited Brantford	$104,000.00	February 1, 1988	5 days
SUPPLY & DELIVERY ONLY			
Del-Bac, Delhi	$ 59,320.00, PST extra		
Niagara Restaurant Supply Ltd. St. Catharines	62,629.24		
American Fixture Company Limited Hamilton	64,349.80		

UNABLE TO BID - Hamilton Store Fixtures Ltd.

OFFICIALS IN ATTENDANCE - M. Kiss, Alderman
E. A. Simpson, City Clerk
J. Avery, Assistant Manager of Purchasing

REFERENCE NO. P11-10-87 CLOSES: OCT. 9/87

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF PROPOSAL

E.A. Simpson,
City Clerk,
City Hall,
Hamilton, Ontario.

Dear Sir:

We the undersigned, herewith agree to Supply, Install & Connect a Dishwasher System in accordance with specifications issued by the Manager of Purchasing, September 16, 1987 at the following price:

Total Net Price
Including All Taxes $ 104,000.00

Work Can Commence February 1, 1988

Work To Be Completed 5 Days

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

Stainless Steel Products Limited
Name of Company

53 Craig Street, Brantford, Ontario N3T 5M8
Street Address of Company, including postal code

Authorized Signature Bruce Sherritt
Please Print

519-752-6515
Telephone Number

October 9, 1987
Date of Proposal

STAINLESS STEEL PRODUCTS LIMITED
CUSTOM BUILT
BRANTFORD

FOOD AND BEVERAGE SERVICE EQUIPMENT

53 CRAIG ST. P.O. BOX 162 BRANTFORD, ONTARIO N3T 5M8 (519) 752-6515

October 22, 1987

The Corporation of the City
of Hamilton

Attention: Mr. S. Dockmann

Re: Proposal P11-10-87
Dishwashing System

Dear Mr. Dockmann:

As an addition to the original proposal we are quoting on the blower dryer attachment for the dishwasher (FTM-822BD). The unit will be installed with the dishwasher and wired to the electrical panel, also the unit will have a warranty of two years.

Our price for this system is Eighteen Thousand Nine Hundred Ninety-Seven Dollars ($18,997.00) federal sales tax and provincial sales tax included.

Yours truly,

STAINLESS STEEL PRODUCTS LIMITED

Bruce Sherritt

BS:id

SEP 18 1987

REFERENCE NO. P11-10-87 CLOSES: OCT. 9/87

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF PROPOSAL

E.A. Simpson,
City Clerk,
City Hall,
Hamilton, Ontario.

Dear Sir:

We the undersigned, herewith agree to Supply, Install & Connect a Dishwasher System in accordance with specifications issued by the Manager of Purchasing, September 16, 1987 at the following price:

Total Net Price Including All Taxes — 2 Items - Dishwasher - Waste System — $ 64,349.80

Work Can Commence _____ As per attached Quotation

Work To Be Completed _____ Days

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND TIME WITH A BRIEF EXPLANATIO WHY YOU ARE UNABLE TO BID.

American Fixture Company Limited
Name of Company

370 Main Street E., HAMILTON, Ont. L8N 1J6
Street Address of Company, including postal code

Authorized Signature — A.E. CODISPODI (Please Print)

522-1257
Telephone Number

October 8th, 1987
Date of Proposal

Alderman Mary Kiss

american FIXTURE COMPANY LIMITED

suite 100 - 370 main street east, - hamilton L8N 1J6 ontario - phone 522-1257

TO: The Corporation of the City of Hamilton

DATE October 8/87

RE: Proposal No. P11-10-87
Dishwash Equipment
Hamilton Convention Centre

ATTN: Mr. John Krochak
Senior Buyer.

WE TAKE PLEASURE IN SUBMITTING OUR QUOTATION ON THE FOLLOWING:

ITEM No.	QUANT.	DESCRIPTION	PRICE
A)	1	Dishwasher --- Hobart FTM-S22 (575/60/3) - Regulated Electric Heat - Hatco C-39 Booster - Micro Computer Controls - Common Drain Connection - Common Water Connection - Unit Assembled by Hobart Personnel - St. Steel Frame, Legs & Feet - St. Steel Panels all around machine - Cold Water P/W Connection	
		Net, Delivered & Assembled -	38,000.00
		7% Prov. Retail Tax -	2,660.00
			40,660.00
B)	1	Waste System - Hobart EL-5-1224 Ecololine Waste System - Complete with trough connection - Extra Push Button Station	
		Net, Delivered & Assembled (New price)	22,140.00
		7% Prov. Retail Tax -	1,549.80
			23,689.80
		TOTAL - - - -	64,349.80
		cont'd.	

TOTAL PRICE INCLUDES ONLY THE ITEMS LISTED ABOVE, DELIVERY INSTALLATION AND MECHANICAL TRADES IF NEEDED WILL BE LISTED SEPARATELY, ITEMS NOT SO LISTED ARE NOT INCLUDED IN TOTAL PRICE.

TOTAL

THE AMERICAN FIXTURE COMPANY LIMITED

PER

PURCHASER
SIGN HERE

CUSTOMERS ENDORSEMENT OF THE ABOVE QUOTATION CONSTITUTES SALES AGREEMENT.

ITEM No.	QUANT.	DESCRIPTION	PRICE
		St. Steel Tabling, Sinks, Ducts, etc. are not included in this price. Mechanical connections, plumbing and electrical, are not included. Units will be delivered and assembled in place. They will include the full Hobart Warranties.	

THIS QUOTATION SUBJECT TO CONDITIONS ON FIRST PAGE.

TOTAL

THE AMERICAN FIXTURE COMPANY LIMITED

PER

PURCHASER SIGN HERE

CUSTOMERS ENDORSEMENT OF THE ABOVE QUOTATION CONSTITUTES A SALES AGREEMENT.

(519)582-3222

October 7, 1987

The Corporation of the
City of Hamilton
E.A. Simpson
City Clerk
City Hall
Hamilton, Ontario

Dear Sir:

Please find enclosed a quotation to supply and deliver a Hobart FTM-822 dishwasher and a Hobart EL-5-1224 waste system with specifications, terms and conditions as stated on quotation sheet.

If you have any questions regarding this quotation, please call collect 1-519-582-3222.

Yours truly,

Joseph M Steiner

Joseph M. Steiner
President

JMS/be

Encl.

Alderman Mancini

QUOTATION D E L - B A C QUOTATIC

FOR: CORPORATION CITY OF HAMILTON
ADDRESS: CITY HALL, HAMILTON, ONTARIO
PHONE:
CONTACT: E.A. SIMPSON, CITY CLERK

PAGE: 1 OF 1
QUOTE BY: JOE STEINER
DATE: OCT 7/87

#	QU.	DESCRIPTION	SELL $/EA	EXTENSI
1	1 EA	HOBART FTM-822 (575/60/3) DISHWASHER	$37500.00	$37500.
		COMPLETE WITH THE FOLLOWING:		
		- RELGULATED ELECTRIC HEAT		
		- HATCO C-39 BOOSTER		
		- MICRO COMPUTER CONTROLS		
		- COMMON DRAIN CONNECTION		
		- COMMON WATER CONNECTION		
		- UNIT ASSEMBLED BY HOBART PERSONNEL		
		- S/S FRAME, LEGS AND FEET		
		- S/S PANELS ALL AROUND MACHINE		
		- COLD WATER P/W CONNECTION		
2	1 EA	HOBART EL-5-1224 ECOLOLINE WASTE SYSTEM		
		COMPLETE WITH THE FOLLOWING:		
		- TROUGH CONNECTION	$21820.00	$21820.
		- EXTRA PUSH BUTTON STATION		
		TERMS AND CONDITIONS:		
		- FST INCLUDED		
		- PST EXTRA		
		- FOB JOB SITE		
		- ALL UNCRATING TO BE DONE BY OTHERS		
		- ALL ASSEMBLY, INSTALLATION - ELECTRICAL, PLUMBING, ETC. TO BE DONE BY OTHERS		
		- SHIP DATE: APPROX. 10-12 WEEKS FROM DATE OF ORDER		
		- WARRANTY: PARTS & LABOUR FOR ONE YEAR FROM DATE OF INSTALLATION		
		- ADDITIONAL WARRANTY AVAILABLE AT EXTRA COST		
		- PAYMENT: 2% DISC IF PAID IN 7 DAYS FROM DATE OF DELIVERY. IF DISCOUNT NOT TAKEN PAYMENT DUE IN 30 DAYS FROM DELIVERY DATE		
		- PRICES QUOTED ARE VALID UNTIL DEC.8/87		
			TOTAL	$59320

REFERENCE NO. P11-10-87 CLOSES: OCT. 9/87

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF PROPOSAL

E.A. Simpson,
City Clerk,
City Hall,
Hamilton, Ontario.

Dear Sir:

We the undersigned, herewith agree to Supply, Install & Connect a Dishwasher System in accordance with specifications issued by the Manager of Purchasing, September 16, 1987 at the following price:

Total Net Price Including All Taxes $ 62,629.24

Work Can Commence _____

Work To Be Completed _____ Days

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

NOTE: Above price includes EL-5-1224 econoline waste system and FMT-822 flite dishwasher and options asked for only, delivered to receiving dock only by Hobart. Silver saver becomes part of the dishtabling of which we are not quoting on.

Niagara Restaurant Supply Ltd.
Name of Company

116 Dunkirk Road, St. Catharines Ontario L2P3H5
Street Address of Company, including postal code

Ed Kunda
Authorized Signature Please Print

(416)-685-8428
Telephone Number

October 6, 1987 1987
Date of Proposal

Alderman Mary Kiss

HAMILTON
CONVENTION
CENTRE

Canada L8P 4T9
Tel. 416/523-5883

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE DIRECTOR FOR NOVEMBER, 1987

January 4, 1988

INTRODUCTION

November 1987 was our best month ever, and the first month that revenue has broken the $400,000 mark with $415,000 earned during the month. This is 67% over the monthly budget and 34% over 1986. Annually, the Centre is now 25% over its budget and 19% over 1986. For the first time ever, the Centre made a profit of close to $90,000 for the month.

FUTURE SALES

Sales in November also exceeded all expectations with $434,000 being sold. This is 36% over 1986 and 86% over budget. The Centre acquired four more conventions during the month, increasing our total conventions between 1988 and 1993 from 34 to 38. This will provide a community direct benefit to Hamilton of $16 million and a $48 million rippling effect throughout the Region.

OPERATIONS

Conventions were the highlights of this very busy month, with Ontario Motor Coach Convention (700), the Computer Conference and Trade Show (500), the Canadian Centre for Occupational Health and Safety (200), and the Christian Heritage Party Convention (550), all being held in the Centre.

PERSONNEL - Replacement Staff -

Head Cashier - Deanna Saville has been selected to replace Margaret Low; Ms. Saville has been with Tim Hortons for a number of years, where she taught cash register accounting at the various franchises. She is well experienced and is expected to be an excellent addition. She commenced her employment on December 29, 1987.

Sales Executive - Karen Dowhan has been selected to replace Patsy Morgan in the Sales Department as the Local Sales Executive. Ms. Dowhan is the previous secretary to the Sales Manager and started her career at the Convention Centre as part-time waitstaff. It is a pleasure to see an excellent member of the Convention Centre staff promoted in this way, and she will be a very welcome addition to the Sales Department.

..... 2

END-OF-YEAR PROJECTS

- The Wentworth Exhibition Hall floor has been re-coated.
- All carpets have been steam-cleaned, as well as the casual furniture, office chairs and banquet chairs.
- All planters have been re-built, with silk and live plants, including the walkway to the Sheraton, and catwalk above the main entrance.
- The facility has also been repainted.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

4.3 Hamilton Place Committee Tenth Report

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

REPORT OF THE HAMILTON PLACE COMMITTEE

TO THE BOARD OF DIRECTORS OF THE
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

The Hamilton Place Committee presents its TENTH REPORT from the meeting held Thursday, January 8, 1988 and presents the following information:

INFORMATION

1) Report from the Director of Hamilton Place

Despite a loss on the Hamilton Place presentation of I'M NOT RAPPAPORT in November, the December presentation of THE NUTCRACKER, which resulted in a performance profit of approximately $30,000 will provide sufficient Great Hall revenue for a break-even year.

2) Report from the Assistant Director

2.1 Mr. Ellison reported that, as previously approved, Burton Kramer Associates Limited are preparing a design concept for the Marquee for the Committee's consideration at the January 28th meeting. The Committee authorized the purchase order which, due to taxes, was over the $10,000 management authorization by $426.08.

2.2 Roof Replacement

The thermogram report by the consultants is temporarily delayed due to weather conditions, i.e. water and ice.

2.3 School Programming

Mr. Ellison's report was received for information Attachment

3) Marketing Services Report

3.1 Facility Marketing

Mr. Burrows reported that through a "Presents" agreement with CHCH-TV, the campaign for THE NUTCRACKER benefited from unpaid advertising valued at $30,000.

3.2 Marketing Services

Mr. Conacher reported that he, with Mary Webb and Norman Marshall, have met with Facilities Directors, Staff and the new ad hoc agency (retained by the Region)

3.2 Marketing Services (continued)

The new Marketing Services Division, managed by Mary Webb under the supervision of the Managing Director, is now functioning and will soon be providing services for the three facilities.

4) The Consolidated Unaudited Operating Results for the Eleven Month Period ended November 30, 1987 were received and approved by the Committee.

5) New Business

5.1 Customer Service - Box Office

Problems were described with obtaining tickets not directly under the control of HECFI, i.e. H.P.O. and Geritol Follies. Management will monitor these arrangements more closely in terms of customer service.

5.2 Marketing HECFI Facilities

Alderman Hinkley described computer assisted retention of all customer names (telephone, mail and direct sales) by patron interest for the purpose of direct facility-customer communication on upcoming events and/or seasons. Management will investigate and report.

5.3 Committee Meetings - Frequency

It was proposed by Dr. Bart that the Hamilton Place Committee consider whether or not, after two years of HECFI operation, monthly meetings were required. Following full discussion, it was determined that the Director of Hamilton Place will prepare a draft agenda for presentation at the next meeting (January 28, 1988) intended to anticipate all reports, recommendations, requests and material to cover a sixty day period. There was consensus that, should the Committee determine to recommend meetings every second month, it would be with the proviso that Management/Operating requirements would be met with specially called interim meetings.

5.4 Board/Management Retreat

Chairman Hinkley introduced the concept of a full day "retreat" for the Board and senior management. There was agreement that the idea should be considered and pursued with the full board at this stage in HECFI's development.

Respectfully submitted,

Jean Faris

Jean Faris, Secretary

M E M O R A N D U M

January 5, 1988

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report #1

1. Marquee

Burton Kramer Associates Limited are now proceeding to prepare the design concept for the Committee's consideration at its January 28th meeting.

2. Roof Replacement

The consultant's documented report on the condition of the roof will not be available until the January 28th meeting because weather conditions have not made a survey possible. It is expected that there will be appropriate times available before then.

3. School Programming 1988 - Audience Development

The bulk of the School Programming for 1988 takes place in the first half of the year. A number of performances have already sold out and others are being added. In addition, we will be adding a production of The Phantom of the Opera.

Our first corporate sponsorship has been received from Pigott Construction Limited. The value of the unit is $300.00. We hope to build on this support over the balance of 1988.

Attachment 4.3.1

4.3.1 Hamilton Place Committee Minutes of November 26, 1987

HAMILTON PLACE COMMITTEE

Thursday, November 26, 1987
8:30 a.m.
Hamilton Place Board Room

PRESENT:	Mr. D. Hector, Chairman Dr. C. Bart Mr. T. Casey Alderman B. Hinkley Alderman R. Wheeler
ALSO PRESENT:	Mr. T. Burrows Mr. R. Ellison Mr. B. Conacher Mr. J. Leuser Mrs. J. Faris, Secretary
REGRETS:	Mr. S. Cino

1. Chairman's Remarks

The meeting commenced at 8:34 a.m.

1.1 Report of In-Camera Meeting

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF OCTOBER 29, 1987 BE APPROVED.

THAT SURPLUS MONIES GENERATED BY ONGOING NEW FACES CABARET ACTIVITY BE CREDITED TO HAMILTON PLACE OPERATIONS, TRANSFERRED TO THE INNOVATIVE PROGRAM RESERVE AND DESIGNATED FOR THE FUNDING OF NEW FACES CABARET - SUMMER 1988.

THAT APPROVAL BE GIVEN FOR THE RECOMMENDATION THAT BURTON KRAMER ASSOCIATES LIMITED BE GIVEN THE JOB OF PRESENTING A DESIGN CONCEPT FOR THE MARQUEE WHICH IS TO BE FINANCED THROUGH THE CAPITAL IMPROVEMENT FUND SURCHARGE.

THAT FULL DOCUMENTATION CONCERNING THE ROOF BE PREPARED AND SENT TO HECFI.

THE IN-CAMERA SESSION ADJOURN.

2. Minutes of October 29, 1987

MOVED by Alderman Wheeler, seconded by Mr. Casey that

THE MINUTES OF OCTOBER 29, 1987 BE APPROVED.

MOTION CARRIED

..... 2

3. Business Arising from the Minutes

Nil

4. Director, Hamilton Place - Report

The Director had nothing further to add to his Report which was presented during the In-Camera Session.

5. Assistant Director, Hamilton Place - Report

Mr. Ellison presented his report, dated November 23, 1987, as follows:

5.1 Studio Theatre Floor

As this report contained confidential information, it will be moved into the In-Camera Session minutes.

5.2 School Programming 1987 - Audience Development

The subsidy required for school programming is expected to remain within $10,000.

Recommendation: That the subsidy required continue to come from the Innovative Programme Reserve Fund.

Mr. Burrows advised that this information had been sent to Mrs. Joan Mills for inclusion in the Audit and Finance agenda.

School Programming 1988 - Audience Development

Programming for schools has now been set for the first half of 1988. Orders for these shows are now beginning to come in. Prospective sponsors have now been approached from a list that includes the top 100 producing companies in this area.

5.3 Piano Nobile Art Displays

Exhibitions of local artists' works in the Piano Nobile have been an ongoing monthly attraction for patrons who have attended the Great Hall shows since the opening of Hamilton Place. The pictures have helped to soften the stark grey concrete walls. An opening is held on a Sunday and the artist's works can be purchased at that time. Sales have been as high as $5,000 with the majority of the proceeds going to the artist. Hamilton Place receives a commission of 25%. The current show was opened by the Honourable Chris Ward, the Ontario Minister of Education.

5.4 Music Career Day

The fifth annual Music Career Day was organized by Hamilton Place in conjunction with the Board of Education for the City of Hamilton, the Halton Board of Education, Hamilton Wentworth Roman Catholic Separate School Board and the Wentworth County Board of Education. Students from these Boards of Education spent the day with the cast from UP WITH PEOPLE, discussing the career

..... 3

5.4 Music Career Day (continued)

opportunities that there might be for them in the future. In addition, post secondary institutions were on hand to provide information on training that is available. These included Mohawk College, Humber College, Interprovincial Music Camps, Sheridan College, York University, Wilfred Laurier University and the University of Toronto. There was a very positive response from the schools and the students.

The seventh annual Theatre Career Day was held earlier this year.

6. Director of Marketing - Report

From now on this item will appear on the Agenda as Marketing Services Report and under the Agenda item Director, Hamilton Place - Report will appear Marketing Report as a separate item to cover Hamilton Place marketing.

7. Director of Finance and Administration - Report

7.1 Operating Results

Mr. Leuser presented the Consolidated Unaudited Operating Results for the Ten Month Period Ended October 31, 1987.

7.2 1988 Operating Budget - Hamilton Place

The Hamilton Place Budget was discussed. The committee was assured by Mr. Leuser and Mr. Burrows that - after several drafts - the budget is appropriately tight, is achievable and that there is not "fat"; that we have not budgeted for a surplus.

Discussion followed concerning Summary of Funding Requirements for The Hamilton Entertainment and Convention Facilities Inc. in 1988 presented by Mr. Leuser.

There was a consensus by the Directors present that:

- Any increase in funding requirements for 1988 will either be met by: a) a further reduction in expense or b) a first charge against the 1987 Budgetary Surplus.

- Pending the Board's decision, an amount to be determined will be requested from the surplus to replenish the Special Events Subsidy Fund and the balance will be transferred to the Reserve for Capital Expenditures - HECFI.

- HECFI will not budget for a surplus.

- Capital Projects approved by the Board will access Capital Reserve Funds to the extent possible. Thereafter funding for Capital Projects approved by the Board and the City must be debentured.

..... 4

7.2 Operating Budget - Hamilton Place

MOVED by Alderman Wheeler, seconded by Dr. Bart that

THE HAMILTON PLACE BUDGET FOR 1988 BE APPROVED AND SENT ON TO THE AUDIT AND FINANCE COMMITTEE.

MOTION CARRIED.

8. New Business

Dr. Bart suggested that it might be an idea to have students from the McMaster School of Business do a marketing survey; it would be an inexpensive way to obtain information.

9. Other Business

Nil

10. Correspondence

Nil

11. Date of Next Meeting

The custom in the past has been to have a meeting early in January rather than the last Thursday in December. A date of Thursday, January 7th was mentioned but staff will ascertain whether that will fit in with the other HECFI committee and board meetings and notify Committee members.

12. Adjournment

The meeting adjourned at 10:50 a.m.

TAKEN AS READ AND APPROVED

David M. Hector, Chairman

Jean Faris, Secretary

4.4 Audit & Finance Committee Twelfth Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS OF THE AUDIT/FINANCE COMMITTEE MEETING OF JANUARY 8, 1988

The Audit/Finance Committee presents its **TWELFTH** Report and respectfully recommends:

1. Hamilton Convention Centre - Special Events Subsidy Application - Canadian Union of Public Employees - Local 5

That for the use of the Hamilton Convention Centre, $1,000 in rental charges by the Canadian Union of Public Employees (CUPE) Local 5 on Sunday, December 6, 1987 for their Children's Christmas Party be expended from the HECFI Special Events Subsidy Reserve Account, subject to funding for 1988.

Note: The HECFI Special Events Subsidy Fund Application Form is attached as **Schedule "A"**.

The following are items for information only:

1. Director of Finance and Administration's Report

An overview is attached as **Schedule "B"**.

2. HECFI Consolidated Unaudited Operating Results for the Eleven Month Period Ended November 30, 1987

Attached as **Schedule "C"**.

3. CUP Unaudited Operating Results for the Eleven Month Period Ended November 30, 1987

Attached as **Schedule "D"**.

4. Correspondence Received

Attached as **Schedule "E"**.

5. Financial Analysis of Special Events Subsidy Reserve Account

Attached as **Schedule "F"**.

6. HECFI Special Events Subsidy Fund

The Committee **TABLED** for further study until the next regular Audit/Finance Committee Meeting the following management recommendation:

a) That the **HECFI SPECIAL EVENTS SUBSIDY FUND** for 1988 be funded with $200,000. from the HECFI 1987 Operating Surplus;

b) That the PARKING SUBSIDY portion of the HECFI SPECIAL EVENTS SUBSIDY FUND be removed from the HECFI SPECIAL EVENTS SUBSIDY FUND and that the City of Hamilton Executive Committee determine whether the City of Hamilton or The Parking Authority will supervise and monitor future parking subsidization requests; and

c) That the HECFI SPECIAL EVENTS SUBSIDY FUND (less PARKING) will be funded for 1988 only and the HECFI SPECIAL EVENTS SUBSIDY FUND will be discontinued after 1988.

The Committee gave management in the interim authority to continue to supply, supervise, monitor and fund parking subsidization requests for 1988.

RESPECTFULLY SUBMITTED

"W. H. McFarland" pp JM

W. H. McFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J. Mills

Joan M. Mills, Secretary
Audit/Finance Committee

Schedule A

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Board of Directors **prior to the event** actually taking place.

- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** Canadian Union of Public Employees (CUPE) Local 5
   Children's Christmas Party

2. **EVENT DATE(S):** Sunday, December 6, 1987

3. **FACILITY(IES):** Hamilton Convention Centre

4. **HECFI MANAGEMENT RECOMMENDATION:**

CUPE Local 5 had their Christmas Party at the Centre, and the Centre reduced the cost of Wentworth from $2,000 to $1,000 because food and beverage was being purchased. Subsequently, there has been a request from the City to eliminate the remaining $1,000 charge.

It is therefore recommended that $1,000 be allotted from the Subsidy Fund for this function.

Date: January 04, ,19 88

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

5. **HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:**

That for the use of the Hamilton Convention Centre, $1,000 in rental charges by the Canadian Union of Public Employees (CUPE) Local 5 on Sunday, December 6, 1987 for their Children's Christmas Party be expended from the HECFI Special Events Subsidy Reserve Account, subject to funding for 1988.

Date: January 8 ,1988

6. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date:_____, 19__

7. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

Canadian Union of Public Employees - CUPE - Local 5
Full Legal Name Required of Person(s)/Organization(s)

Address: c/o 15 Eastbend Avenue South

Hamilton, Ontario

L8M 3E4 549-4279
Postal Code **Telephone Number**

Contact Person(s): Mr. Mike Gawrylash

Same as above.

Postal Code **Telephone Number**

8. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?** ☐ **yes** ☒ **no**

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

1Ø. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED?	☐ yes	☒ no
- IS THE ORGANIZATION NON-PROFIT?	☒ yes	☐ no
- IS THE ORGANIZATION CHARITABLE?	☐ yes	☒ no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

CUPE Local 5 is the Union responsible for the Public Employees for the Corporation of the City of Hamilton.

12. **LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:**

Name	Address	Telephone
Mr. Mike Gawrylash	15 Eastbend Avenue South Hamilton, Ontario L8M 3E4	549-4279

13. **WHAT IS THE NATURE OF THE EVENT TO BE HELD?**

Children's Christmas Party.

14. **HOW MANY PEOPLE WILL ATTEND THE EVENT?**

1,100

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? None

15. **WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?**

Approximately $4,000 for the Hamilton Convention Centre.

16. **IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?**

Yes [X] No [ ]

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes [X] No [ ]

17. **IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?**

Yes [ ] No [X]

If YES, give explanation:

18. **WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON?** (Based on current IACVB figures)

_____people x_____days x $_____+ =$_____

nil

19. **WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?**

Approximately $4,000 for the Hamilton Convention Centre.

20. **WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?**

None.

21. **DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES?** **Yes** [ ] **No** [X]

If "YES", what is the dollar amount? - $_____

22. **WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?**
$ 1,000

23. **IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - $** 1,000

24. **WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?**

$1,000

25. **HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?**

Yes ☐ No ☒

26. **HECFI MANAGEMENT APPROVALS:**

Facility Director - _____ Date: Jan 5/88

W.J. PENFOLD
DIRECTOR
HAMILTON CONVENTION CENTRE

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance
& Administration - _____ Date: _____

Managing Director/
CEO _____ Date: _____

*Check box if support documentation attached -

April, 1987

Schedule B

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

An Overview of the Verbal Report to the Audit/Finance Committee from the Director of Finance and Administration

Mr. John A. Leuser, Director of Finance and Administration welcomed the Committee members to their first Audit/Finance Meeting of 1988. He hoped that 1988 would prove to be a good year for each member, both on a personal basis and in their capacity as members of the HECFI Board.

With regard to the operating budgets, he advised that they were well received by the Executive Committee on January 7, 1988, and that the Chairman, Mr. McFarland, was also present at the Executive Committee.

Relating to the capital budgets, Mr. Leuser advised that they are expected to be addressed by the Executive Committee within the next two weeks. He stated that the City is aiming to complete the capital budget process by the end of February or early March.

He further advised that his Department is very busy with the closing of the year-end accounts and anticipates its completion by the end of February at which time the year-end results will be reported to them.

Until the December year-end is closed, the City's accounting system does not provide for the issuance of 1988 reports. Hence our first computer reports for 1988 will not likely be generated by the City's data processing department until late February. As a result, the January and February financial statements will be presented in March to the Committee.

J. Mills

Joan M. Mills
Secretary
Audit/Finance Committee

January 8, 1988

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987

Schedule C

Hamilton Entertainment and Convention Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration — DATE December 30, 1987

Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) ALL Committees ☒

Subject

Consolidated Unaudited Operating Results for HECFI for the Eleven Month Period Ended November 30, 1987.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses for the month and eleven month period ended November 30, 1987 were $ 122,014 and $ 969,081, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	Budgetary Surplus (Deficit) For The Month of November 1987	For The Eleven Month Period Ended Nov. 30, 1987
Hamilton Convention Centre	$ 87,718	$ 296,959
Hamilton Place	<475>	<22,452>
Copps Coliseum	<11,024>	337,467
Corporate	45,795	357,107
HECFI Total	**$ 122,014**	**$ 969,081**

An analysis of HECFI's revenue performance for the month and eleven month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	A Comparison Of Actual With Budgeted Revenue For The Month of Nov., 1987		Increase (Decrease) Over Budget	
	Actual	Budget	$ Amount	Percentage
Hamilton Convention Centre	$ 415,464	$ 248,869	$ 166,595	66.9%
Hamilton Place	133,517	152,620	<19,103>	<12.5%>
Copps Coliseum	167,812	121,203	46,609	38.5%
Corporate	43,523	35,833	7,690	21.5%
HECFI Total	**$ 760,316**	**$ 558,525**	**$ 201,791**	**36.1%**

	A Comparison Of 1987 Actual With 1986 Actual Revenue For The Month of Nov.		Increase (Decrease) Over 1986	
	1987	1986	$ Amount	Percentage
Hamilton Convention Centre	$ 415,464	$ 308,979	$ 106,485	34.5%
Hamilton Place	133,517	117,230	16,287	13.9%
Copps Coliseum	167,812	178,372	<10,560>	<5.9%>
Corporate	43,523	34,864	8,659	24.8%
HECFI Total	**$ 760,316**	**$ 639,445**	**$ 120,871**	**18.9%**

	A Comparison Of Actual With Budgeted Revenue For The Eleven Month Period Ended Nov. 30 , 1987		Increase (Decrease) Over Budget	
	Actual	Budget	$ Amount	Percentage
Hamilton Convention Centre	$2,621,271	$2,114,791	$ 506,480	23.9%
Hamilton Place	1,521,961	1,504,311	17,650	1.2%
Copps Coliseum	1,677,197	1,486,449	190,748	12.8%
Corporate	523,271	400,526	122,745	30.6%
HECFI Total	**$6,343,700**	**$5,506,077**	**$ 837,623**	**15.2%**

	A Comparison Of 1987 Actual With 1986 Actual Revenue For the Eleven Month Period Ended Nov. 30		Increase (Decrease) Over 1986	
	1987	1986	$ Amount	Percentage
Hamilton Convention Centre	$2,621,271	$2,200,662	$ 420,609	19.1%
Hamilton Place	1,521,961	1,373,280	148,681	10.8%
Copps Coliseum	1,677,197	1,348,127	329,070	24.4%
Corporate	523,271	405,692	117,579	29.0%
HECFI Total	**$6,343,700**	**$5,327,761**	**$1,015,939**	**19.1%**

Hamilton Convention Centre

The Convention Centre realized for the month of November and the eleven month period ended November 30, 1987 budgetary surpluses (deficits) of approximately $ 87,718 and $ 296,959, respectively.

The budgetary surpluses arose primarily due to revenue for the month and eleven month period exceeding budget by $ 165,595 or 66.9% and $ 506,480 or 23.9%, respectively.

The month of November, 1987 was the best revenue month ever for the Hamilton Convention Centre with revenue of $ 415,464 being realized. The previous record revenue month was October, 1987 with revenue of $ 356,873.

Hamilton Place

For the month of November and eleven month period ended November 30, 1987, Hamilton Place realized budgetary deficits of approximately $ 475 and $ 22,452, respectively.

The budgetary deficits for the month and eleven month period ended November 30, 1987 arose primarily from net losses incurred on a number of promotional/co-promotional events. The net losses for the month and eleven month period were $ 23,538 and $ 71,199 respectively.

Copps Coliseum

Copps Coliseum realized for the month of November and the eleven month period ended November 30, 1987 budgetary surpluses <deficits> of approximately <$ 11,024> and $ 337,467, respectively.

The budgetary deficit of $ 11,024 for the month of November arose primarily due to operating purchases/supplies expenditure accounts being over budget for the month.

The budgetary surplus of $ 337,467 for the eleven month period ended November 30, 1987 arose as a result of a combination of expenditures being under-budget by $ 146,719 or 9.2%, while revenue for the period exceeded budget by $ 190,748 or 12.8%.

Corporate

For the month November and the eleven month period ended November 30, 1987, the Corporate Department realized budgetary surpluses of approximately $ 45,795 and $ 357,107, respectively.

The surpluses for the month and eleven month period arose primarily from below budget Marketing expenditures and surpluses being realized from the Box Office Operation.

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT NOVEMBER 30TH, 1987

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	$16,500	ACCOUNTS PAYABLE AND ACCRUALS	$749,690
ACCOUNTS RECEIVABLE	$819,962	ADVANCE TICKET SALES AND DEPOSITS	$516,850
PREPAIDS	$30,379	UNREDEEMED GIFT CERTIFICATES	$84,350
INVENTORIES	$75,734	TOTAL CURRENT LIABILITIES	$1,350,890
DUE FROM CITY OF HAMILTON	$453,315		
		RESERVES	$45,000
TOTAL ASSETS	$1,395,890	TOTAL LIABILITIES AND RESERVES	$1,395,890

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED				
	The Eleven Month Period Ended November 30 1987		The Eleven Month Period Ended November 30 1987		The Eleven Month Period Ended November 30 1987		The Eleven Month Period Ended November 30 1987		The Eleven Month Period Ended November 30 1987		Annual Budget For 1987	% of 1987 Annual Budget Spent or Achieved	The Eleven Month Period Ended November 30 1986
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Revenue	$2,114,791	$2,621,271	$1,504,311	$1,521,951	$1,486,449	$1,677,197	$400,526	$523,271	$5,506,077	$5,343,700	$6,005,610	105.6%	$5,327,761
Expenditures	$2,363,198	$2,572,719	$2,019,362	$2,059,464	$1,603,245	$1,456,526	$1,834,771	$1,600,409	$7,820,576	$7,689,118	$8,541,570	90.0%	$6,942,100
Excess of Expenditures Over Revenue From Operations	$248,407	($48,552)	$515,051	$537,503	$116,796	($220,671)	$1,434,245	$1,077,138	$2,314,499	$1,345,418	$2,535,960	53.1%	$1,614,339
Contribution from the City of Hamilton	$248,407	$248,407	$515,051	$515,051	$116,796	$116,796	$1,434,245	$1,434,245	$2,314,499	$2,314,499	$2,535,960 (1)	91.3%	$2,280,656
Budgetary Surplus(Deficit) November 30		$296,359		($22,452)		$337,467		$357,107		$969,081			$666,317
ESG Budgetary Surplus(Deficit) October 31		$209,241		($21,977)		$348,491		$311,312		$847,067			$671,547
Budgetary Surplus Increase(Decrease) over Previous Month		$87,118		($475)		($11,024)		$45,795		$122,014			($5,230)

(1) Includes $139,000 of the 1986 operating surplus carried forward to 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1987 Budget	Budgeted Operating Results For: The Month of November 1987	Budgeted Operating Results For: The Eleven Month Period Ended November 30 1987	Actual Operating Results For: The Month of November 1987	Actual Operating Results For: The Eleven Month Period Ended November 30 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For: The Eleven Month Period Ended November 30 1986
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS AND LICENCE FEES	$363,220	$37,870	$327,356	$68,153	$421,658	116.1%	$358,675
OTHER RENTALS	3,380	349	3,045	878	7,992	236.4%	3,164
FOOD AND BEVERAGE SALES	1,875,300	198,782	1,687,770	330,532	2,059,376	109.8%	1,738,310
RECOVERIES	70,500	7,473	63,450	10,559	93,941	133.2%	70,993
OTHER REVENUE	37,600	4,395	33,170	5,342	38,304	101.9%	29,520
	$2,350,000	$248,869	$2,114,791	$415,464	$2,621,271	111.5%	$2,200,662
EXPENDITURES							
ADMINISTRATION	$319,610	$26,578	$293,018	$24,417	$274,699	85.9%	$247,017
BUILDING MAINTENANCE	349,730	30,526	319,562	36,664	357,159	102.1%	311,224
OPERATIONS	89,330	9,028	81,474	8,902	83,736	93.7%	71,109
SECURITY	98,000	8,400	90,000	13,940	103,096	105.2%	89,241
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	114,980	9,119	105,735	7,568	95,374	82.9%	85,746
FOOD AND BEVERAGE - KITCHEN	760,190	75,534	687,873	115,538	789,130	103.8%	699,461
FOOD AND BEVERAGE - BANQUET	869,330	87,398	785,536	118,431	864,906	99.5%	755,419
MACNAB ARMS	0	0	0	0	4,619	0.0%	7,599
	$2,601,170	$246,583	$2,363,198	$325,460	$2,572,719	98.9%	$2,266,816
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$251,170	($2,286)	$248,407	($90,004)	($48,552)	0.0%	$66,154

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1987 Budget	Budgeted Operating Results For: The Month of November 1987	Budgeted Operating Results For: The Eleven Month Period Ended November 30 1987	Actual Operating Results For: The Month of November 1987	Actual Operating Results For: The Eleven Month Period Ended November 30 1987	Percentage of Total 1987 Annual Budget Spent or Acnieved	Actual Operating Results For: The Eleven Month Period Ended November 30 1986
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	$342,000	$32,800	$317,400	$21,911	$161,102	47.1%	$206,328
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	67,330	2,000	57,330	8,926	44,868	66.6%	40,622
OTHER RENTALS	64,130	5,343	58,783	5,620	61,904	96.5%	54,034
FOOD AND BEVERAGE SALES	188,000	16,048	174,464	13,483	144,073	76.6%	156,190
RECOVERIES	1,058,450	125,423	989,586	98,271	2,030,780	191.9%	1,004,847
OTHER REVENUE	91,420	7,006	71,928	8,026	74,058	81.0%	111,259
	$1,811,330	$190,620	$1,669,491	$156,237	$2,516,785	138.9%	$1,573,280
EXPENDITURES							
ADMINISTRATION	$403,360	$31,833	$371,519	$27,784	$345,801	85.7%	$333,991
MAINTENANCE	270,300	23,153	247,443	21,590	221,332	81.9%	221,947
MEETING ROOMS	4,800	399	4,398	626	3,527	73.5%	3,743
FRONT OF HOUSE	147,800	14,472	134,407	11,975	97,206	65.8%	102,692
OPERATION - SPECIFIC SHOW EXPENSES	869,090	105,374	812,647	92,376	1,841,689	211.9%	856,707
SECURITY	59,890	4,997	54,987	3,457	51,115	85.3%	52,716
STAGE - PROPERTY	328,970	27,412	301,551	19,745	285,294	86.7%	257,195
SHOW PROMOTIONS	130,800	11,500	120,499	15,094	111,579	85.3%	113,065
BEVERAGE AND CATERING SERVICE	146,300	14,034	135,791	7,761	96,587	66.0%	105,137
	$2,361,310	$233,174	$2,183,242	$200,408	$3,054,130	129.3%	$2,047,193
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	$549,980	$42,554	$513,751	$44,171	$537,345	97.7%	$473,913

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1987 Budget	Budgeted Operating Results For: The Month of November 1987	Budgeted Operating Results For: The Eleven Month Period Ended November 30 1987	Actual Operating Results For: The Month of November 1987	Actual Operating Results For: The Eleven Month Period Ended November 30 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For: The Eleven Month Period Ended November 30 1986
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTAL, LICENCE FEES AND SHOW REVENUES	$733,680	$47,000	$708,680	$79,284	$860,441	117.3%	$709,068
OTHER RENTALS	119,000	21,550	97,450	4,769	36,254	30.5%	24,243
FOOD AND BEVERAGE CONCESSIONS	220,000	14,500	210,000	27,325	366,551	166.6%	205,161
RECOVERIES	466,100	36,435	445,730	54,328	391,805	84.1%	391,186
OTHER REVENUE	26,000	1,718	24,589	2,106	22,146	85.2%	18,469
	$1,564,780	$121,203	$1,486,449	$167,812	$1,677,197	107.2%	$1,348,127
EXPENDITURES							
ADMINISTRATION	$341,880	$28,486	$313,378	$25,825	$285,081	83.4%	$278,615
MAINTENANCE	585,100	46,959	538,137	58,377	471,019	80.5%	332,959
EVENT PLANNING/OPERATIONS	521,630	39,901	485,593	69,638	432,113	82.8%	416,755
IATSE PAYROLL	88,100	9,789	88,100	26,973	106,500	120.9%	71,948
SECURITY	190,360	14,008	178,037	15,963	161,813	85.0%	167,055
	$1,727,070	$139,143	$1,603,245	$196,776	$1,456,526	84.3%	$1,267,332
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$162,290	$17,940	$116,796	$28,964	($220,671)	0.0%	($80,795)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1987 Budget	Budgeted Operating Results For: The Month of November 1987	Budgeted Operating Results For: The Eleven Month Period Ended November 30 1987	Actual Operating Results For: The Month of November 1987	Actual Operating Results For: The Eleven Month Period Ended November 30 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For: The Eleven Month Period Ended November 30 1986
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
BOX OFFICE REVENUE	$366,000	$30,750	$344,610	$38,523	$467,271	127.7%	$340,527
OTHER REVENUE	61,000	5,083	55,916	5,000	56,000	91.8%	65,165
	$427,000	$35,833	$400,526	$43,523	$523,271	122.5%	$405,692
EXPENDITURES							
ADMINISTRATION	$661,060	$55,086	$605,960	$52,183	$593,854	89.8%	$591,880
MARKETING	946,410	80,877	865,524	50,292	643,237	68.0%	678,072
BOX OFFICE	392,050	33,233	363,287	28,616	363,318	92.7%	290,837
	$1,999,520	$169,196	$1,834,771	$131,091	$1,600,409	80.0%	$1,560,789
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS	$1,572,520	$133,363	$1,434,245	$87,568	$1,077,138	68.5%	$1,155,097

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE ELEVEN MONTH

PERIOD ENDED NOVEMBEER 3Ø, 1987

Schedule D

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE December 30, 1987

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) COPPS COLISEUM And AUDIT/FINANCE Committees ☒

SUBJECT

Unaudited Operating Results for the Central Utilities Plant (C.U.P.) for the Eleven Month Period Ended November 30, 1987.

COMMENTS

Attached for your information are the unaudited operating results for the C.U.P. for the eleven month period ended November 30, 1987. You'll note that a budgetary deficit of $ 9,612 was realized for the month of November, 1987, which decreased the C.U.P.'s budgetary surplus for the eleven month period to a level of $ 244,688 at November 30, 1987.

The largest single factor contributing towards the budgetary surplus of $ 244,688 for the eleven month period was $ 114,786 in below budget energy costs.

The financial performance of the C.U.P. for the eleven month period in 1987 also compares most favorably with that of 1986 since total expenditures net of recoveries for 1987 are $ 174,063 or 7.9% under that incurred for the comparable period in 1986.

John A. Leuser

John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Annual 1987 Budget	Budgeted Operating Results For: The Month of November 1987	Budgeted Operating Results For: The Eleven Month Period Ended November 30 1987	Actual Operating Results For: The Month of November 1987	Actual Operating Results For: The Eleven Month Period Ended November 30 1987	Percentage of Total 1987 Annual Budget Spent or Achieved	Actual Operating Results For: The Eleven Month Period Ended November 30 1986
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENDITURES							
OPERATIONS	$750,590	$62,544	$688,019	$69,839	$671,128	89.4%	$522,784
RECOVERY FROM USERS	(551,240)	(45,169)	(493,859)	(46,871)	(513,679)	93.2%	(444,974)
MAINTENANCE	466,570	38,880	427,680	34,049	340,228	72.9%	476,290
CITY HALL	220,500	15,146	204,874	27,315	203,757	92.4%	219,892
HAMILTON CENTRAL LIBRARY	264,380	21,053	240,098	19,309	204,227	77.2%	238,429
HAMILTON FARMERS MARKET	35,000	2,787	31,787	2,576	28,579	81.7%	31,437
HAMILTON CONVENTION CENTRE	229,570	22,396	205,476	23,588	221,988	96.7%	218,064
HAMILTON PLACE	260,000	22,484	230,429	18,965	193,026	74.2%	242,536
COPPS COLISEUM	353,640	29,060	319,544	32,030	291,671	82.5%	323,525
PEDESTRIAN ARCADE/OVERPASS	49,050	4,315	44,611	2,691	35,624	72.6%	37,709
ONTARIO GOVERNMENT BUILDING	206,100	17,300	185,281	16,074	175,143	85.0%	168,374
PARKING AUTHORITY - UNDERGROUND	87,110	7,282	77,419	8,767	77,318	86.8%	71,231
ART GALLERY	118,000	8,962	105,831	8,320	93,492	79.2%	91,268
EXPENDITURES TOTAL	$2,489,270	$207,040	$2,267,190	$216,652	$2,022,502	81.2%	$2,196,565
UNICIPAL CONTRIBUTION	$2,489,270	$207,040	$2,267,190	$207,040	$2,267,190	91.1%	$2,266,137
UDGETARY SURPLUS (DEFICIT)	$0	$0	$0	($9,612)	$244,688	-	$69,572

OTE: The expenditure detail on the above balances is available upon request.

Schedule E

THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1987 December 16

Mr. John Leuser
Director of Finance
and Administration
H.E.C.F.I.
City of Hamilton

Dear Mr. Leuser

Re: Surplus from the Central Utilities Plant (C.U.P.)

I understand that at your recent Board meeting, the question of the disposition of any surplus from savings in the 1988 CUP expenditure budget be considered for placement into a separate reserve for capital projects for the CUP.

In my report to the Executive Committee, dated November 26, 1987, which dealt with the disposition of the 1987 surplus from the CUP, I included the following paragraph in the Background:

> "Surpluses originating from either revenues or expenditures for City Departments are not separately classified for any purpose, but are included in the overall surplus of the City at the end of the year, with the disposition of this surplus approved in total by the Finance Committee and City Council."

If CUP was part of the HECFI operation and not a City Department, present policy would direct any surplus to the HECFI capital reserve. In view of the fact that CUP is a City Department, it is my recommendation that any surplus, and indeed any deficit, for this operation should form part of the overall surplus of the City of Hamilton, in accordance with existing policy.

For your further information, allocations of surplus in past years have been assigned to City capital reserves with the objective of funding City capital expenditure requirements in the future for such operations as the Central Utilities Plant on a "pay-as-you-go" basis.

Please do not hesitate to contact me if you require any further information on this subject.

Yours very truly

E. C. Matthews
Treasurer

RECD DEC 10 1987

MEMORANDUM • CITY OF HAMILTON

TO	Mrs. P. Bennett, Secretary HECFI Board of Directors	YOUR FILE:	
FROM	Mr. J. J. Schatz, Secretary Executive Committee	OUR FILE :	
SUBJECT :	Central Utilities Plant - Surplus	DATE :	1987 December 7

This is to advise that your Boards recommendation that the surplus from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant was received and considered by the Executive Committee at its meeting on December 3, 1987, at which time it agreed to take no action.

For your information, I would advise that surpluses originating from either revenues or expenditures for city departments are not separately classified for any purposes, and are included in the overall surplus of the city at year end with the disposition of this surplus approved in total by the Finance Committee and City Council.

In addition, I would advise that the Treasurer has for some months assumed that the C.U.P. surplus would be part of the 1987 overall surplus of the city and has accordingly, recommended various appropriations in accordance with same.

The Committee appreciates the intent of your Board but is unable, to favourably consider your request at this time.

JJS/dg

c.c. Mr. E. C. Matthews, City Treasurer
Mr. B. Hotrum, Treasury Department
Mr. B. K. Conacher, Managing Director/CEO

Hamilton Entertainment and Convention Facilities Inc.

Schedule F

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE January 5, 1988

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) Audit/Finance Committee ☒

SUBJECT

Financial Analysis of Special Events Subsidy Reserve Account

INFORMATION

Attached is a financial analysis of the Special Events Subsidy Reserve Account as at November 30, 1987. On Page 3 of the financial report, we've estimated the reserve account balance at November 30, 1987 to be $35,049.79 before the inclusion of commitments approved by the HECFI Board for 1988 which total to $91,500. Of this total, $61,330 was approved by the Board subject to funding being finalized for 1988.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FINANCIAL ANALYSIS OF SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT

Reserve Account Balance at January 1, 1987 **$182,139.45**

Less Following Charges/Commitments:

Operating Supplies:		
- Purchase of a stock of 10,000 Complimentary Parking Passes	$ 530.00	
		$ 530.00
Parking Fee Reductions for Visitors:		
Estimated Breakdown:		
- Jan./87 - Mission Advance	313.25	
- Jan.&Feb./87 - Canadian Institute of Traffic and Transportation	81.00	
- March/87 - Home Builders Convention Committee	338.30	
- March/87 - Ontario English Catholic Teachers Assoc.	3,489.10	
- April/87 - Wintario	76.60	
- April/87 - Technology '87	2,144.05	
- April/87 - Ontario Separate School Trustees Technology	2,100.25	
- April/87 - Ontario Hooking Craft	673.45	
- May/87 - Canadian Institute of Food Science	4,836.20	
- May/87 - The Ontario Municipal Recreation Assoc.	967.25	
- May/87 - Municipal Electrical Association	1,450.85	
- May-June/87 - Canadian Association of Community Colleges	3,278.80	
- June/87 - Toastmasters International	3,278.80	
- June/87 - Canadian Association of Equipment Distributors	2,185.90	
- June/87 - Canadian Society of Laboratory Technologists	11,314.00	
- June/87 - Radio and Television News Directors Assoc.	683.10	
- July/87 - Ontario School Bus Operators	726.40	

- Aug.16-27/87 - Public School Teachers Federation	5,406.40	
- Sept.16-22/87 - Flowers Canada	1,534.00	
- Sept.20-29 - Hamilton Home Builders	766.50	
- Oct.8-12 - Canadian Round Dancers	997.52	
- Oct.13-16 - Deep Foundation	99.75	
- Oct.21-25 - Counsel of Drama and Education	3,657.58	
- Nov.1-7 - Ont. Motor Coach	3,614.28	
- Nov.4-9 - Canadian Square Dancers	2,444.95	
- Nov.10-11 - Kerwill Publicationss	1,381.93	
- Nov.12-16 - Ontario Liberal Party	425.23	
- Nov.18-21 - Christian Heritage Party	2,763.86	
		$61,029.30
Rental Subsidies:		
- Copps Coliseum		
Apr.11/87 - Hamilton Minor Hockey Championships	6,000.00	
Apr.18/87 - Ringette Tournament	6,000.00	
Aug.7/87 - Canusa Games Ceremonies	6,000.00	
- Hamilton Convention Centre		
June 20-26/87 - Canadian Society of Laboratory Technologists	7,500.00	
Sept.17-21/87 - Flowers Canada Inc.	7,480.00	
Nov.18-21/87 - Christian Heritage Party of Canada	11,360.00	
Aug.9/87 - Canusa Games	1,500.00	
- Hamilton Place		
Nov.18-21/87 - Christian Heritage Party of Canada	1,500.00	
		$47,340.00

Event Charge Subsidies:			
- Copps Coliseum			
Apr.18/87 - Ringette Tournament	373.70		
Aug.7/87 Canusa Games Ceremonies	663.86		
Sept.5/87 - Canada Cup '87 Civic Dinner	35,604.57		
- Hamilton Convention Centre			
Aug.9/87 - Canusa Games	48.15		
		$36,690.28	
Contingency: For Parking Fee Reductions for Visitors - For the Remainder of 1987 (Estimate)		**$ 1,500.00**	
Total charges/commitments/contingency in respect of 1987			$147,089.66
Reserve Account Balance at November 30,1987 Before Approved Commitments for 1988			**$ 35,049.79**
Less Commitments Approved by the HECFI Board for 1988:			
- Copps Coliseum			
Jan.15/88 - Hamilton Spectator Indoor Games - (underwrite losses up to $18,000 on event)		$18,000.00	
- Hamilton Convention Centre			
Jan.1988 - Women and Politics Conferences		$ 2,170.00	
July 1988 - Ye Bonnie Doon Burns Club		$10,000.00	
Aug.3-6, 1988 - 6th Canadian National Square and Round Dance Convention		$53,630.00 (1)	
Aug.24-30, 1988 -Pentecostal Assemblies of Canada		$ 7,700.00 (1)	
			$ 91,500.00
Reserve Account Balance (Deficiency) at November 30,1987 - See Notes (a) and (b) below			**$(56,450.21)**

(1) The Commitments were approved subject to funding being approved for 1988.

Notes:

(a) The $1,500 contingency estimate for parking subsidies was calculated based on quantifying only those commitments for parking fee reductions for the balance of 1987 which have been reported to my department by Marketing. Any unreported commitments for parking fee reductions, if they exist, for 1987 and subsequent years have not been provided for in this financial report.

(b) In respect of commitments for rental subsidies, this financial report only reflects commitments reported to and approved by the HECFI Board. If other commitments have been made, they are not provided for in this financial report.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

January 4, 1988

4.4.1 Audit & Finance Committee Minutes of November 30, 1987

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

November 30, 1987
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT:	**Mr. W. McFarland, Chairman** **Ald. B. Hinkley, Committee Member and Chairman of HECFI Board** **Mr. S. Cino, Committee Member** **Mr. D. Hector, Committee Member**
ALSO PRESENT:	**Mr. B. Conacher, Managing Director/ Chief Executive Officer, HECFI** **Mr. J. A. Leuser, Director of Finance and Administration, HECFI** **Mr. J. Crane, Director of Copps Coliseum** **Mr. W. Penfold, Director of Hamilton Convention Centre** **Mr. T. Burrows, Director of Hamilton Place** **Mr. R. DiFilippo, Comptroller** **Joan Mills, Committee Secretary**
REGRETS:	**Dr. C. Bart, Vice-Chairman** **Mr. N. Levitt, Committee Member** **Mr. F. Bogden, Director of Marketing**
GUEST:	**Mr. P. Paradis, Barrister and Solicitor, Messrs. Ross & McBride**

1. Chairman's Remarks

The Chairman welcomed everyone present and the meeting was called to order, commencing at 12:15 p.m.

2. Minutes of Previous Meeting

It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE NOVEMBER 2, 1987 REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Director of Finance and Administration's Report

Mr. John A. Leuser, Director of Finance and Administration discussed the items in the report for the Committee as follows:

Economic Outlook for 1988

Currently, there is great uncertainty about the economic prospects for 1988. Economists have significantly differing viewpoints on what affect the October stock market plunge will have on the economy.

The current, more dominant viewpoint of the economy for 1988 is that Canada is headed for a lower growth rate in its real gross domestic product. The forecasts in growth rate generally range from 1 to 2 1/2%. Of course, there are also other economists predicting a recession for 1988. I believe it is still too early, since Black Monday, to determine how the economy is likely to perform in 1988.

However, if an economic downturn does occur, the Committee should be aware that the products and services HECFI markets are not recession-proof. Ticket sales at Hamilton Place and Copps Coliseum and attendance figures at Hamilton Convention Centre functions will all be adversely affected since consumers generally spend less on entertainment and discretionary expenditures in a declining economy.

BASS Contract

The term of the BASS contract expires on June 15, 1988. A written proposal to renew the contract has been received from BASS. The proposed changes to the contract by BASS are major and very costly. We are currently studying and quantifying the impact of BASS' proposed changes. The negotiation process is expected to be a long one. Management will be considering all of its options, including an in-house system.

HECFI Operating Surplus for 1987

The current forecasted HECFI operating surplus for 1987 is anticipated to be in excess of $900,000. This operating surplus is primarily the result of additional revenue being earned.

It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION'S REPORT BE RECEIVED AS INFORMATION FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

4. Consolidated Unaudited Operating Results for HECFI for the Ten Month Period Ended October 31, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the ten month period ended October 31, 1987. It was noted that HECFI's budgetary surpluses for the month and ten month period were $31,120 and $847,067, respectively.

The detail comprising these figures was as follows:

	Budgetary Surplus (Deficit)	
	For The Month of October 1987	For The Ten Month Period Ended Oct.31, 1987
Hamilton Convention Centre	$ 11,749	$209,241
Hamilton Place	$ (46,872)	$(21,977)
Copps Coliseum	$ 45,057	$348,491
Corporate	$ 21,186	$311,312
	$ 31,120	**$847,067**

It was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

5. Unaudited Operating Results for CUP for the Ten Month Period Ended October 31, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of October and the ten month period ended October 31, 1987. It was noted that the CUP's budgetary surpluses for the month and ten month period were $11,865 and $254,300, respectively.

It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

6. HECFI and CUP 1988 Operating Budgets

6.1 Summary of Funding Requirements for HECFI and CUP

Mr. John A. Leuser, Director of Finance and Administration presented the Summary of Funding Requirements for HECFI and CUP. He explained that the actual funding requirements for HECFI, CUP and HECFI/CUP combined are budgeted to decrease in 1988 of the prior year operating surplus The Committee was very pleased that all facilities streamlined their budgets and the Chairman commended management.

It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE SUMMARY OF FUNDING REQUIREMENTS FOR HECFI AND CUP BE APPROVED FOR SUBMISSION TO THE BOARD AND EXECUTIVE COMMITTEE.

MOTION CARRIED.

6.2 CORPORATE
6.3 HAMILTON CONVENTION CENTRE
6.4 HAMILTON PLACE
6.5 COPPS COLISEUM
7. CUP 1988 OPERATING BUDGET

The Committee noted that all Committees had reviewed and approved their individual budgets at prior meetings. Alderman Hinkley expressed his pleasure that each Committee had had the same concern to maintain a zero per cent municipal contribution. Mr. McFarland, Chairman, commended management on the overall presentation of the budgets. It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE 1988 OPERATING BUDGETS FOR HECFI AND CUP BE APPROVED, PRIOR TO BEING SUBMITTED TO THE CITY'S EXECUTIVE COMMITTEE.

MOTION CARRIED.

7.1 Workers' Compensation - CUP

The Committee reviewed the correspondence dated November 11, 1987 addressed to Mr. John A. Leuser, Director of Finance and Administration from Mr. E. C. Matthews, City Treasurer, with respect to budgeting for Workers' Compensation - C.U.P. Mr. Leuser explained the effect of the Treasurer's position on the C.U.P. 1988 budget is that an additional $28,500 must be budgeted in workers' compensation costs due to an employee expected to be on workers' compensation for an indefinite period in 1988. It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE CORRESPONDENCE FROM THE CITY TREASURER DATED NOVEMBER 11, 1987 RELATIVE TO WORKERS' COMPENSATION - C.U.P., BE RECEIVED AS INFORMATION.

MOTION CARRIED.

8. Summary of Insurance Coverages for HECFI and CUP

The Committee received the report from the Director of Finance and Administration as information. Following review, it was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE SUMMARY OF INSURANCE COVERAGES FOR HECFI AND CUP AS PREPARED BY THE DIRECTOR OF FINANCE AND ADMINISTRATION BE RECEIVED AS INFORMATION.

MOTION CARRIED.

1:00 p.m. -- Mr. Paul Paradis from the law firm of Ross & McBride arrived to assist the Committee in the deliberation of the HECFI By-laws.

9. HECFI By-laws

The Committee wished to review the HECFI By-laws by discussing the by-laws page by page.

With respect to voting, the Committee asked that it be clarified that abstaining from voting is considered a negative vote and that the Chairman has no tie-breaking authority but must vote. Alderman Hinkley advised that a tie-vote at the Committee stage should be reported to the Board for information and the Board disposes of the issue. Throughout the material there were minor adjustments and deletions.

It was noted that the Access to Information differs from the City. Mr. Paradis pointed out that Section 28 (Page 10 of PR34) of the Legislation, states that HECFI is not to be deemed to be a local board of the City.

Mr. Paradis agreed to make the adjustments to the draft by-laws and left the meeting at 1:40 p.m.

It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE HECFI BY-LAWS BE APPROVED AS AMENDED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED

9. Liability Insurance - HECFI Christmas Party

The Committee reviewed the information from Mr. William J. Penfold, Director of the Hamilton Convention Centre, with respect to the HECFI Christmas Party to be held December 21, 1987 at the Holiday Inn.

Mr. Penfold advised the Committee that last year the Party was subsidized in the amount of $1,500. Mr. Penfold said it had been suggested by a Board member that the Party be totally subsidized at $8,000 for the meal only and $1,000 for transportation by means of taxis. He stated that full-time and part-time employees, together with spouses would be invited. Alderman Hinkley asked Mr. Penfold if $8,000 covers the full cost except liquor. Mr. Penfold added that it would except liquor and decorations. Alderman Hinkley agreed that transportation should be provided, if necessary, but cautioned that paying for food deviated from City policy. He suggested that employees should contribute by paying half of the cost.

Mr. John A. Leuser, Director of Finance and Administration, advised the Committee that the City Treasury Department has a social committee which charges employees full cost for their parties and receives no subsidization.

Mr. Hector agreed that a no cost function would be a problem and suggested a nominal charge to control the numbers of staff attending. Mr. Thomas B. Burrows, Director of Hamilton Place, advised the Committee that Hamilton Place staff would be working that evening and that most would not be attending the dinner.

Mr. Leuser advised the Committee that subsidizing would create an overdraft to the account and the Committee authorized same. Concluding discussion, it was

MOVED by Mr. Hector, seconded by Alderman Hinkley

A) THAT THE HECFI CHRISTMAS PARTY FOR HECFI EMPLOYEES, INCLUDING ONE GUEST PER EMPLOYEE, SCHEDULED FOR DECEMBER 21, 1987 AT THE HOLIDAY INN, BE SUBSIDIZED AT HALF OF THE TOTAL COST.

B) THAT TRANSPORTATION BY TAXIS FOR EMPLOYEES BE SUBSIDIZED, IF REQUIRED, UP TO $1,000.

C) THAT AN OVERDRAFT TO ACCOUNT NUMBER 8330-0198, STAFF RELATIONS/PROMOTIONS, BE AUTHORIZED FOR THIS PURPOSE.

MOTION CARRIED.

The Committee received as information a copy of a letter dated November 27, 1987 from Royal Insurance which stated: "This is to confirm that the City of Hamilton's Liability policy will extend to cover the Party at the Holiday Inn subject to the usual terms and conditions of the Policy." Mr. Leuser advised that there is a one million dollar deductible and the City's self-insurance fund would cover the deductible, if required. It was

MOVED by Mr. Hector, seconded by Alderman Hinkley

THAT THE CORRESPONDENCE FROM ROYAL INSURANCE RELATIVE TO INSURANCE COVERAGE EXTENDING TO THE PARTY AT THE HOLIDAY INN BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

10. Financial Analysis of Special Events Subsidy Reserve Account

The Committee reviewed the Financial Analysis of the Special Events Subsidy Reserve Account as prepared by Mr. John A. Leuser, Director of Finance and Administration. The Chairman inquired about parking subsidies and commitments. Mr. Brian K. Conacher, Managing Director/CEO, advised that parking for

conventions, etc. are monitored by the Hamilton Convention Centre and parking charges have been on the same budget line as the Special Events Subsidy Reserve Account for more than two years. Mr. Conacher suggested that parking subsidies and the Special Events Subsidy Reserve Account be separated and that perhaps parking should be monitored by the Hamilton Parking Authority. The Committee agreed and requested management to arrange for the administrative responsibility of the parking subsidy program to be transferred out of HECFI responsibility. It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

A) THAT THE COST OF PROVIDING FREE PARKING IN 1988 TO OUT-OF-TOWN DELEGATES FOR CONVENTIONS OR TRADE SHOWS NO LONGER BE FINANCED FROM THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT OR FROM HECFI OPERATING ACCOUNTS; AND

B) THAT HECFI NO LONGER HAVE ADMINISTRATIVE RESPONSIBILITY FOR THIS PROGRAM.

NOTE: THE CITY'S EXECUTIVE COMMITTEE WOULD THEN ADDRESS BOTH THE METHOD OF FUNDING FOR THE PROGRAM AND THE APPROPRIATE BODY TO ADMINISTER IT.

MOTION CARRIED.

11. Hamilton Convention Centre - Special Events Subsidy Applications -

11.1 Pentecostal Assemblies of Canada

The Committee reviewed the Special Event Subsidy Application for the Pentecostal Assemblies of Canada. Following discussion, it was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT FOR THE USE OF THE HAMILTON CONVENTION CENTRE, $7,700 IN RENTAL CHARGES BY THE PENTECOSTAL ASSEMBLIES OF CANADA ON AUGUST 24 - 30, 1988 BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT, SUBJECT TO FURTHER FUNDING FOR 1988.

MOTION CARRIED.

Alderman Hinkley asked if the Pentecostal Assemblies would have held their convention without the subsidy and then stated that it is difficult to maintain control of the Fund. Mr. Penfold advised that HECFI was competing with London and the $7,700.00 was committed, either by the Hamilton Convention Centre or by the Fund. Mr. Penfold advised that it was necessary to give away the space and that the Pentecostal Assemblies have no knowledge of the Special Events Subsidy Reserve Account (Fund). He stated it was an inducement and the space was given. Alderman Hinkley reiterated that control is necessary and he was pleased that the Pentecostal Assemblies did not know of the subsidy. Mr. Cino asked if it is the Hamilton Convention Centre's budget that is being subsidized when commitments are made. Mr. Cino stated that if we fund it, we subsidize, and if we don't, the Hamilton Convention Centre has to work harder to make it up. He questioned the definition of control, relative to the procedure followed.

Mr. Brian K. Conacher, Managing Director/CEO, said that the Special Events Subsidy Fund was created to monitor the segment of municipal contribution. He suggested that we could increase the municipal contribution by $200,000 and get rid of the Special Events Subsidy Fund. He stated that the HECFI Board wants the Hamilton Convention Centre to realize a zero increase in the municipal contribution and the Hamilton Convention Centre wants to attract more business. Mr. Hector suggested that the Special Events Subsidy Fund is for grander events than the Pentecostal Assemblies. Mr. Hector further suggested that perhaps the Fund be used only for events which use more than one facility and subsidize events only up to a certain level.

The Committee asked that terms of reference (criteria for) the Special Events Subsidy Reserve Account be an item for discussion at the next meeting.

11.2 Canusa Games

Following discussion, it was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT FOR THE USE OF SPACE IN THE HAMILTON CONVENTION CENTRE, DUE TO INCLEMENT WEATHER FOR THE CLOSING CEREMONIES OF THE CANUSA GAMES ON AUGUST 9, 1987, $1,548.15 BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT SUBJECT TO FURTHER FUNDING FOR 1988.

MOTION CARRIED. Mr. Hector opposed.

12. Hamilton Place Committee - School Programming 1987 - Innovative Program Reserve

Following discussion, it was

MOVED by Mr. Hector, seconded by Alderman Hinkley

THAT THE REQUIRED SUBSIDY FOR 1987 PROGRAMMING-- NOT TO EXCEED $10,000 -- CONTINUE TO BE PROVIDED FROM THE HAMILTON PLACE INNOVATIVE PROGRAM RESERVE AS NOTED IN THE 1987 BUSINESS PLAN AND IN KEEPING WITH PAST POLICY.

NOTE: THE HAMILTON PLACE COMMITTEE APPROVED THE RECOMMENDATION AT ITS MEETING ON NOVEMBER 26, 1987. THIS COMMUNITY/EDUCATIONAL PROGRAM TARGETING YOUNG STUDENTS IN CO-OPERATION WITH THE BOARDS OF EDUCATION HAS BEEN SUCCESSFUL SINCE INCEPTION AND IS CONSIDERED A MOST PRODUCTIVE EFFORT IN LONG RANGE AUDIENCE DEVELOPMENT.

MOTION CARRIED.

13. Copps Coliseum Committee -

13.1 Copps Coliseum - Advertising Display Panels

Mr. Hector expressed concern with advertising display panels in Copps Coliseum. Alderman Hinkley advised that the Copps Coliseum Committee had approved the item and that Audit/Finance recommends financing. In

order to ensure that the 1988 revenue budget of $50,000 for display advertising is achieved, Mr. Leuser requested that the item be referred to the next Executive Committee meeting because the HECFI Board was meeting after the last City Council meeting of 1987 to be held on December 8. The Committee wanted the item to proceed to the HECFI Board and the request was denied.

Mr. Conacher explained that the Wall of Fame has been established. There have been lots of displays in Copps Coliseum and it is necessary to generate revenue. It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

A) THAT THE PROJECT FOR THE SUPPLY AND INSTALLATION OF ADVERTISING DISPLAY PANELS TO BE LOCATED ON THE MEZZANINE CONCRETE BAND OF COPPS COLISEUM IN THE GROSS AMOUNT OF $40,000 AS PROVIDED FOR IN THE 1988 PORTION OF THE 1988 - 1992 CAPITAL BUDGET BE PROCEEDED WITH; AND

B) THAT THIS PROJECT BE FINANCED IN 1988 FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. 0280-48.

NOTE: THIS PROJECT SHOULD BE PROCEEDED WITH NOW IF MANAGEMENT IS TO ACHIEVE ITS 1988 REVENUE BUDGET OF $50,000 FOR DISPLAY ADVERTISING. APPROVAL OF THIS PROJECT WILL RESULT IN MANAGEMENT COMPLETING THE TENDER DOCUMENTS SO THAT THIS WORK MAY COMMENCE AS SOON AS POSSIBLE IN THE NEW YEAR. THE COPPS COLISEUM COMMITTEE, AT ITS MEETING OF NOVEMBER 25, 1987, GAVE APPROVAL TO PROCEED WITH THE ABOVE PROJECT.

MOTION CARRIED.

13.2 Copps Coliseum - Exterior Electronic Signage, Acceptance of Tender, Steel Art Signs Ltd.

Following discussion, it was

MOVED by Alderman Hinkley, seconded by Mr. Cino

A) THAT THE TENDER SUBMITTED BY STEEL ART SIGNS LTD., IN THE TOTAL AMOUNT OF $322,910 FOR THE SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) FULL MATRIX/POSTER UNIT, AND ONE (1) SECONDARY MATRIX/POSTER UNIT TO BE LOCATED ON THE NORTH-WEST AND NORTH-EAST CORNERS RESPECTIVELY OF COPPS COLISEUM BE ACCEPTED; AND

B) THAT THE PURCHASE BE FINANCED FROM WORK IN PROGRESS EXPENDITURE ACCOUNT NO. 0408-032762, EXTERIOR SIGNS.

NOTE: LOWEST TENDER OF THREE (3) RECEIVED. THE COPPS COLISEUM COMMITTEE APPROVED THE AWARDING OF THE ABOVE TENDER AT ITS MEETING ON NOVEMBER 25, 1987.

MOTION CARRIED.

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE IN-CAMERA SESSION BE CONVENED. (2:28 p.m.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

THAT THE NOVEMBER 2, 1987 IN-CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 1987 BE RECEIVED FOR INFORMATION.

THAT THE 1988 HECFI PART-TIME EMPLOYEE WAGE RATES EFFECTIVE JANUARY 1, 1988, BE APPROVED.

THAT EFFECTIVE AS SOON AS POSSIBLE, AND IN ANY EVENT NOT LATER THAN DECEMBER 31, 1987, THE HECFI DEPARTMENTS BE RESTRUCTURED AND REORGANIZED AS SHOWN ON THE ORGANIZATIONAL CHARTS.

THAT THE EXTENSION OF SERVICES FOR MR. NORM MARSHALL, CURRENTLY ACTING AS ADVERTISING/PROMOTIONS/PUBLIC RELATIONS CONSULTANT UNDER THE DIRECTION OF THE HECFI MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER, BE CONTINUED EFFECTIVE JANUARY 1, 1988, UNDER THE FOLLOWING TERMS AND CONDITIONS:

- TERM OF SERVICE SHALL COMMENCE JANUARY 1, 1988, AND SHALL CONCLUDE JUNE 30, 1988;

- UPON MUTUAL WRITTEN CONSENT, THE TERM OF SERVICE MAY BE EXTENDED FROM JULY 1, 1988, THROUGH DECEMBER 31, 1988, UNDER THE SAME TERMS AND CONDITIONS;

- IN CONSIDERATION FOR SERVICES RENDERED, AN ALL-INCLUSIVE FEE OF TWO THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS ($2,750.) PER MONTH, PAYABLE AT THE END OF EACH MONTH;

- NO EMPLOYEE BENEFITS, HOWEVER, REIMBURSEMENT AT THE APPLICABLE AUTOMOBILE TRAVEL RATE FOR TRAVEL NECESSITATED BY ASSIGNED DUTIES WHEN PERSONAL AUTOMOBILE IS USED, PLUS REIMBURSEMENT OF ALL PROPERLY AUTHORIZED AND DOCUMENTED BUSINESS EXPENSES RELATED TO DUTIES.

THAT SURPLUS MONIES GENERATED BY ONGOING NEW FACES CABARET ACTIVITY BE CREDITED TO HAMILTON PLACE OPERATIONS, TRANSFERRED TO THE INNOVATIVE PROGRAM RESERVE AND DESIGNATED FOR THE FUNDING OF NEW FACES CABARET -- SUMMER 1988.

14. Adjournment

The meeting adjourned at 2:45 p.m.

It was

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE MEETING BE ADJOURNED.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

W. H. McFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary

Hamilton Entertainment and Convention Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

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GOVERNMENT DOCUMENTS

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HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 12, 1988
8:00 A.M.
COPPS COLISEUM
Hamilton Room

REGULAR AGENDA

1. **Chairman's Remarks - 1987 Chairman of the Board**

2. **Election of Officers - 1988**

3. **1988 Committee Structure** — Attachment 3

4. **Establishment of Committee Membership: Election of Committee Officers**

5. **Minutes of January 15, 1988** — Attachment 5

   5.1 Errors or Omissions
   5.2 Motion to Approve

6. **Business Arising From the Minutes**

7. **Committee Reports/Minutes**

7.1	Copps Coliseum Committee First Report	Attachment 7.1
7.1.1	Copps Coliseum Minutes of January 6, 1988	Attachment 7.1.1
7.2	Hamilton Convention Centre Committee First Report	Attachment 7.2
7.2.1	Hamilton Convention Centre Committee Minutes of January 8, 1988	Attachment 7.2.1
7.3	Hamilton Place Committee First Report	Attachment 7.3
7.3.1	Hamilton Place Committee Minutes of January 7, 1988	Attachment 7.3.1

Regular Agenda
February 12, 1988

7.4	Audit & Finance Committee First Report	Attachment 7.4
7.4.1	Audit & Finance Committee Minutes of January 8, 1988	Attachment 7.4.1

8. **New Business**

8.1	Burton Kramer Associates Presentation: Hamilton Place Marquee (10:00 a.m.)	
8.2	Display Advertising Panels: Copps Coliseum Tender	Attachment 8.2

9. **Other Business**

10. **Date of Next Meeting**

Friday, March 11, 1988
8:00 A.M.
Copps Coliseum, Hamilton Room

11. **Adjournment**

Patricia Bennett
Secretary to the Board
February 8, 1988

3. HECFI Committee Structure

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Patricia Bennett
Secretary to the Board

DATE: February 8, 1988

SUBJECT: **HECFI COMMITTEE STRUCTURE**

At the HECFI Board meeting held January 15, 1988 Alderman Hinkley's January 5th memorandum (copy attached) was discussed and it was agreed that this issue would be raised again in conjunction with the election of officers and appointments to committees.

Respectfully submitted,

Patricia Bennett

Patricia Bennett

Enclosure

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **HECFI BOARD MEMBERS**

FROM: Brian Hinkley, Chairman of the Board

DATE: January 5, 1988

SUBJECT: **COMMITTEE STRUCTURE**

Over the last year we have operated with four standing committees of the Board, namely the Hamilton Convention Centre Committee, Hamilton Place Committee, Copps Coliseum Committee and the Audit & Finance Committee. We have also struck the special N.H.L. Committee. During this period of time several Board Members have mentioned to me the possibility of striking another committee to deal with Marketing. Some Members have also expressed the fact that we do not have a Personnel and Administration Committee. The Finance & Audit Committee have assumed this responsibility during the last year. It has also been suggested that the Board should consider an Executive Committee.

Due to these various suggestions and comments coming from various Board Members and staff I would like to suggest that Members consider restructuring the committee structure along the following:

(i) Hamilton Convention Centre Committee;
(ii) Hamilton Place Committee;
(iii) Copps Coliseum Committee;
(iv) Executive Committee.

The mandate of the Executive Committee would be Finance, Personnel, Administration and Marketing. It is also my suggestion that the Executive Committee be composed of the Chairmen of the Standing Committees, the Chairman of the Board and one additional Board Member for a total membership of five (5). This committee structure would result in the elimination of the Audit & Finance Committee. The special N.H.L. Committee or any other special committees could continue to function.

I apologise for not raising this matter formally with the Board; however, circumstance and time constraints prevented me from doing so. Since the Board will be meeting to establish its new committee membership on January 15th I would ask each Board Member to give this matter consideration. Your opinions and comments would be very much appreciated.

Yours very truly,

Brian Hinkley pb
Brian Hinkley
Chairman of the Board

cc: Brian K. Conacher, Managing Director/CEO

5. Minutes of Regular Meeting January 15, 1988

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, January 15, 1988
8:00 A.M.
HAMILTON CONVENTION CENTRE
Webster "A"

PRESENT: Alderman B. Hinkley, Chairman
Mr. T. Yates, First Vice-Chairman
Alderman J. Gallagher, Second Vice-Chairman
Mayor Robert Morrow
Alderman T. Murray
Alderman R. Wheeler
Mr. S. Cino
Mr. W. McFarland
Mr. D. Beattie
Mr. N. Levitt

ALSO PRESENT: Mr. B. Conacher
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Crane
Mr. J. Leuser

REGRETS: Dr. C. Bart

MEDIA: Jane Coutts, The Spectator
James Elliott, The Spectator

1. Chairman's Remarks

Alderman Hinkley convened the Regular Session at 10:25 A.M.

2. Minutes of December 11, 1987

MOVED by Alderman Murray, seconded by Alderman Wheeler that

THE DECEMBER 11, 1987 MINUTES BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

Nil

4. Committee Reports/Minutes

4.1 Copps Coliseum Committee Eleventh Report

MOVED by Alderman Murray, seconded by Mayor Morrow that

THE COPPS COLISEUM ELEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS BE ENDORSED:

THAT NO ACTION BE TAKEN ON THE REQUEST FOR SUBSIDY FOR THE 1988 O.F.S.A.A. HIGH SCHOOL HOCKEY CHAMPIONSHIPS, SATURDAY, MARCH 26, 1988; and THAT THE O.F.S.A.A. HIGH SCHOOL HOCKEY CHAMPIONSHIPS BE PERMITTED TO LICENCE THE USE OF COPPS COLISEUM FOR THE EVENT ON MARCH 26, 1988 UNDER THE FOLLOWING TERMS AND CONDITIONS -

- **A FLAT BASIC BUILDING FEE OF $6,500. PER EVENT DAY (SATURDAY, MARCH 26, 1988);**
- **A TICKET SELLING COMMISSION OF $300. OR 3% OF THE GROSS TICKET REVENUES (LESS ANY APPLICABLE ADMISSION SALES TAXES) WHICHEVER IS GREATER; FURTHER, IF AND WHERE APPLICABLE, A CREDIT CARD SERVICE CHARGE OF 3% OF THE SALE OF TICKETS BY CREDIT CARD;**
- **ALL EVENT STAFF AND EVENT SHEET CHARGES;**
- **COPPS COLISEUM TO RECEIVE 15% OF THE GROSS REVENUES (LESS ANY APPLICABLE RETAIL SALES TAXES) DERIVED FROM THE SALE OF SOUVENIRS, NOVELTIES AND PROGRAMS DIRECTLY RELATED TO THIS EVENT. FURTHER, THE LICENCEE IS RESPONSIBLE FOR ALL THE COSTS RELATED THERETO;**
- **THE ABOVE TERMS AND CONDITIONS WILL BE TRANSFERRED TO A STANDARD LICENCE AGREEMENT.**

THAT COSTS DIRECTLY RELATED TO THE LICENCED USE OF COPPS COLISEUM FOR THE 1988 NATIONAL GYMNASTICS AND TRAMPOLINE CHAMPIONSHIPS IN COPPS COLISEUM, MAY 21 AND 22, 1988 BE SUBSIDIZED BY THE SPECIAL EVENTS SUBSIDY FUND UP TO A MAXIMUM OF $11,000. THE LICENCEE WILL BE RESPONSIBLE FOR ALL COSTS IN EXCESS OF $11,000. FURTHER, THE LICENCEE BE PERMITTED TO LICENCE THE USE OF COPPS COLISEUM FOR THE ABOVE NOTED EVENT UNDER THE FOLLOWING TERMS AND CONDITIONS -

- **A MINIMUM OF $6,000. OR 12% OF THE GROSS TICKET REVENUES (LESS ANY APPLICABLE ADMISSION SALES TAXES) WHICHEVER IS GREATER, PER PERFORMANCE;**
- **A FLAT FEE OF $3,000. PER MOVE-IN/MOVE-OUT/REHEARSAL DAY;**
- **A TICKET SELLING COMMISSION OF $300. OR 3% OF THE GROSS TICKET REVENUES (LESS ANY APPLICABLE ADMISSION SALES TAXES) WHICHEVER IS GREATER, PER PERFORMANCE. FURTHER, A CREDIT CARD SERVICE CHARGE OF 3% OF THE SALE OF TICKETS BY CREDIT CARD;**
- **ALL EVENT STAFF AND EVENT SHEET CHARGES.**

It was further **MOVED** by Alderman Murray, seconded by Mayor Morrow and **CARRIED** that

FUNDING FROM THE SPECIAL EVENTS SUBSIDY FUND IS SUBJECT TO APPROVAL OF FUNDING FOR 1988.

THAT A PROGRAM BE IMPLEMENTED OF "CASUAL ICE RENTALS" AT A CHARGE OF TWO HUNDRED AND SEVENTY-FIVE DOLLARS ($275.) PER HOUR.

It was further **MOVED** by Alderman Gallagher, seconded by Mr. Beattie and **CARRIED** that

MANAGEMENT DEVELOP A DRAFT CONTRACT IN RESPECT OF CASUAL ICE RENTALS AND THAT IT BE REVIEWED BY THE COPPS COLISEUM COMMITTEE.

MOTION CARRIED.

The following items were received for information:

(i) The report, Central Utilities Plant Deregulation of the Natural Gas Industry;
(ii) Client Evaluation Form from Donald K. Donald;
(iii) Consolidated Unaudited Operating Results for HECFI for the Eleven Month Period Ended November 30, 1987;
(iv) Unaudited Operating Results for the Central Utilities Plant for the Eleven Month Period Ended November 30, 1987;
(v) Report from the Director of Copps Coliseum.

4.1.1 Copps Coliseum Committee Minutes of November 25, 1987

MOVED by Alderman Murray, seconded by Mr. Beattie that

THE COPPS COLISEUM COMMITTEE MINUTES OF NOVEMBER 25, 1987 BE RECEIVED.

MOTION CARRIED.

4.2 Hamilton Convention Centre Committee Twelfth Report

MOVED by Mr. Yates, seconded by Alderman Wheeler that

THE HAMILTON CONVENTION CENTRE COMMITTEE TWELFTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) The purchase of a dishwasher was deferred to the next Committee meeting pending additional information;
(ii) Unaudited Operating Results for the Eleven Month Period to November 30, 1987;
(iii) Director's Report;
(iv) Correspondence and Comment Cards;
(v) Client Evaluations.

4.2.1 Hamilton Convention Centre Committee Minutes of November 27, 1987

MOVED by Mr. Yates, seconded by Mr. Levitt that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF NOVEMBER 27, 1987 BE RECEIVED.

MOTION CARRIED.

4.3 Hamilton Place Committee Tenth Report

MOVED by Mr. Cino, seconded by Alderman Wheeler that

THE HAMILTON PLACE COMMITTEE TENTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) Report from the Director;
(ii) Report from the Assistant Director;
(iii) Marketing Services Report;
(iv) Consolidated Unaudited Operating Results for the Eleven Month Period Ended November 30, 1987;
(v) Management will monitor Box Office customer service with respect to ticketing not directly under the control of HECFI, i.e. - H.P.O. and Geritol Follies;
(vi) Management to investigate and report on the feasibility of a computer assisted program of all customer names by patron interest for the purpose of direct facility-customer communication on upcoming events and/or seasons;
(vii) The Committee will discuss at its next meeting the possibility of holding meetings every second month;
(viii) The concept of holding a full day "retreat" for the Board and senior management to be further discussed by the full Board.

4.3.1 Hamilton Place Committee Minutes of November 26, 1987

MOVED by Mr. Cino, seconded by Alderman Wheeler that

THE HAMILTON PLACE COMMITTEE MINUTES OF NOVEMBER 26, 1987 BE RECEIVED.

MOTION CARRIED.

4.4 Audit & Finance Committee Twelfth Report

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE AUDIT & FINANCE COMMITTEE TWELFTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION BE APPROVED:

> **THAT $1,000. IN RENTAL CHARGES BY THE CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 5 ON SUNDAY, DECEMBER 6, 1987 AT THE HAMILTON CONVENTION CENTRE FOR THEIR CHILDREN'S CHRISTMAS PARTY BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT, SUBJECT TO FUNDING FOR 1988.**

MOTION CARRIED.

Note: The Board directed that the application form for subsidy in respect of the above be amended to reflect that the request was initiated by Mayor Morrow.

The following items were received for information:

(i) Report from the Director;
(ii) HECFI Consolidated Unaudited Operating Results for the Eleven Month Period Ended November 30, 1987;
(iii) CUP Unaudited Operating Results for the Eleven Month Period Ended November 30, 1987;
(iv) Correspondence;
(v) Financial Analysis of Special Events Subsidy Reserve Account;

(vi) The Committee tabled for further review two recommendations with respect to the HECFI Special Events Subsidy Fund: a) "that the HECFI Special Events Subsidy Fund for 1988 be funded with $200,000. from the HECFI 1987 Operating Surplus"; and b) "that the HECFI Special Events Subsidy Fund (less parking) will be funded for 1988 only and the HECFI Special Events Subsidy Fund will be discontinued after 1988". Alderman Hinkley reported that the City's Executive Committee tabled the recommendation "that the Parking Subsidy portion of the HECFI Special Events Subsidy Fund be removed from the HECFI Special Events Subsidy Fund and that the City of Hamilton Executive Committee determine whether the City of Hamilton or The Parking Authority will supervise and monitor future parking subsidization requests".

4.4.1 Audit & Finance Committee Minutes of November 30, 1987

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE AUDIT & FINANCE COMMITTEE MINUTES OF NOVEMBER 30, 1987 BE RECEIVED.

MOTION CARRIED.

5. New Business

5.1 1987 HECFI Annual Report
1988 HECFI Business Plan

Discussion of the 1987 Annual Report opened with Aldermen Hinkley and Wheeler commending the Board of Directors and staff for a very successful year. Alderman Hinkley expressed the view that the 1987 Annual Report should be developed and printed by a publishing house including pictures of the Board of Directors and staff. The brochure would be distributed locally at an estimated cost of approximately $10,000. It was

MOVED by Alderman Wheeler, seconded by Alderman Murray that

THE 1987 HECFI ANNUAL REPORT BE DEVELOPED AND PRINTED BY A PUBLISHING FIRM; and THAT THE AUDIT & FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

It was agreed that the 1987 HECFI Annual Report will be a "draft" report until such time as the audited figures can be included.

Discussion of the 1988 Business Plan took place with the Directors reviewing the document page by page. Amendments were made to pages 1, 9, 16, 21, 23, 31, 32. It was

MOVED by Alderman Gallagher, seconded by Mr. Beattie that

THE COMMITTEES REVIEW THE BUSINESS PLAN AS IT PERTAINS TO THEIR RESPECTIVE FACILITIES.

MOTION CARRIED.

6. Other Business

7. Date of Next Meeting

Friday, February 12, 1988
8:00 A.M.
Copps Coliseum
Hamilton Room

8. Adjournment

MOVED by Alderman Wheeler, seconded by Mr. Beattie that

THE MEETING ADJOURN AT 12:25 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

_____
Alderman B. Hinkley, Chairman

_____
Patricia Bennett, Secretary

7.1 Copps Coliseum First Report

Please Note: Items 2,3,4 and 5 were approved by the Audit & Finance Committee at its February 4, 1988 meeting.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

February 6, 1988

REPORT TO THE HECFI BOARD OF DIRECTORS FROM THE COPPS COLISEUM COMMITTEE MEETING OF JANUARY 27, 1988

The Copps Coliseum Committee presents its **FIRST** Report and respecfully recommends the following:

1. Casual Ice Rental

That the Copps Coliseum Licencing Of Casual Ice-Time, be approved.

NOTE: Documentation is attached.

2. Copps Coliseum - Phase I, Administration Office Expansion, Release of Holdback, James Kemp Construction Ltd.

That finishing holdback monies retained by The Corporation of the City of Hamilton, Treasury Department, in the total amount of $290.00 be released to the contractor, namely, James Kemp Construction Ltd. subject to the contractor complying with the requirements of the Construction Lien Act.

NOTE: Documentation is attached.

3. Copps Coliseum - Kitchen Exhaust, Acceptance of Quotation

That the quotation submitted by J. J. Elliott Mechanical Ltd. in the total amount of $61,424.00 including all taxes for the supply and installation of the kitchen exhaust at Copps Coliseum be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE (i) : Documentation is attached.
NOTE (ii): Sole quotation received.

4. **Copps Coliseum - Supply and Delivery of Heating/Cooling Fan Coil Units; Acceptance of Tender**

That the tender submitted by Blenkhorn and Sawle Limited in the total amount of $14,668.00 for the supply and delivery of four (4) heating/cooling fan coil units be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE (i) : Documentation is attached.
NOTE (ii): Lowest of three (3) tenders received.

5. **Copps Coliseum - HVAC System, Modifications Club Lounge; Acceptance of Tender**

That the tender submitted by J. J. Elliott Mechanical Ltd. in the total amount of $88,340.00 for modifications to the HVAC System for the Club Lounge within Copps Coliseum be accepted, and that the Audit and Finance Committee recommend the method of financing.

NOTE (i) : Documentation is attached.
NOTE (ii) : Sole tender received.
NOTE (iii): Alderman Gallagher opposed.

6. **Copps Coliseum - Leasing Arrangements for Retail Mall Space**

That proposals be requested from real estate brokerage agencies to establish leasing criteria and develop leasing arrangements necessary for commercial rental of the street mall area within Copps Coliseum.

NOTE: Documentation is attached.

The following items are for information only:

1. **Alderman Merling - VSI**

That the memorandum from Mr. Bruce Smith, General Manager, VSI, addressed to Mr. John Crane, Director of Copps Coliseum, dated 1988 January 15 regarding the reuse of drink cups by VSI, be received for information.

NOTE: Documentation is attached.

2. Status Report on Confirmed Events/Performances at Copps Coliseum - February 1988 - May 1988

That the Status Report on Confirmed Events/Performances at Copps Coliseum - February 1988 - May 1988, be received for information.

NOTE: Documentation is attached.

3. Culture and Recreation Letter

That the letter addressed to the Director of Copps Coliseum from Mr. Vic Ferguson, Department of Culture and Recreation dated 1988 January 12, regarding the zamboni Copps Coliseum provided to Rosedale Arena during an emergency, be received for information.

NOTE: Documentation is attached.

4. Report by the Director of Finance and Administration

That the report submitted by the Director of Finance and Administration dated 1988 January 21, due to his absence from the Copps Coliseum Committee meeting of this date, be received for information.

NOTE: Documentation is attached.

5. Professional Continental Basketball Report

That the report submitted by the Director of Copps Coliseum dated 1988 January 22, respecting Professional Continental Basketball, be received for information.

NOTE: Documentation is attached.

6. Report by the Director of Copps Coliseum

That the report submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

7. Corporate and Individual Donations to Copps Coliseum

Alderman Hinkley mentioned that individuals and corporations who made donations to the Copps Coliseum during construction have not been recognized. He requested the Secretary to secure this information from the Treasury Department in order that the committee may deal with this matter at its next In Camera meeting.

8. Copps Coliseum Comment Card

Alderman Hinkley asked the Director about the status of the comment card to be provided to patrons of Copps Coliseum. The Director advised that the final draft of the comment card will be presented to the next meeting of the Copps Coliseum Committee.

Respectfully submitted,

T. Murray

Alderman T. Murray, Chairman

Leslee Stewart

Leslee Stewart, Secretary

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

COPPS COLISEUM LICENCING OF CASUAL ICE-TIME

COPPS COLISEUM is now licencing the use of ice-time on a casual **"as available"** basis.

"Casual" ice-time means that **no League games that count in the standings** are to be played during the scheduled ice-time. Casual ice-time is for casual games or practices only and being of a non-commercial and recreational nature. No admission tickets are permitted to be sold.

"As available" means at those times when COPPS COLISEUM determines that there are no other activities or events occurring in the facility.

Spectators are discouraged by COPPS COLISEUM, and the LICENCEE should make its participants aware of this. However, if spectators do attend, they are confined to **SECTION 112** at the West end of the arena seating area.

COPPS COLISEUM reserves the right to cancel any scheduled ice-time at any time without notice. Payment does not guarantee any scheduled ice-time. Any advance payment would be refunded in the event of cancellation.

You have expressed interest in having the opportunity to licence the use of ice-time in COPPS COLISEUM on a casual "as available" basis.

Please complete the attached **COPPS COLISEUM CASUAL ICE-TIME APPLICATION FORM** and return as soon as possible.

You will be advised if your APPLICATION is accepted. **COPPS COLISEUM reserves the right to accept or reject any COPPS COLISEUM CASUAL ICE-TIME APPLICATION.**

If your APPLICATION is accepted, you will be required to sign a **COPPS COLISEUM CASUAL ICE-TIME LICENCE AGREEMENT** for the current season (see copy attached).

You will be Invoiced in advance for upcoming available ice-time and full payment is required in advance.

Casual "as available" ice-time in Copps Coliseum will be allotted on a season-by-season basis (approximately October 1 to next following April 30), with the determination of accepted APPLICATIONS taking place approximately September 1 of each year. There is no guarantee that because you had casual ice-time the previous season that you will get casual ice-time the next season.

ALL PARTICIPANTS PLAYING HOCKEY IN COPPS COLISEUM DO SO AT THEIR OWN RISK.

1/88

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

COPPS COLISEUM CASUAL ICE-TIME

APPLICATION FORM

APPLICANT/CONTACT PERSON: _____

ADDRESS: _____

_____ **POSTAL CODE:** _____

TELEPHONE: _____ **(Home)** _____ **(Business)**

NAME OF GROUP/TEAM: _____ **AGE GROUP:** _____

ICE TIME PREFERRED:

INDICATE:

Monday, Tuesday, Wednesday, Thursday, Friday

6:30 pm - 7:30 pm	7:45 pm - 8:45 pm
9:00 pm - 10:00 pm	10:15 pm - 11:15 pm

Saturday, Sunday

8:30 am - 9:30 am	9:45 am - 10:45 am
11:00 am - 12:00 Noon	1:30 pm - 2:30 pm
2:45 pm - 3:45 pm	4:00 pm - 5:00 pm
6:30 pm - 7:30 pm	7:45 pm - 8:45 pm
9:00 pm - 10:00 pm	10:15 pm - 11:15 pm

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

ICE-TIME LICENCE FEE - $275.00 PER HOUR*

*For 1987-88 season only (approximately October 1, 1987 through April 30, 1988)

1/88

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

GENERAL INFORMATION:

- **COPPS COLISEUM reserves the right to accept or reject any APPLICATION.**

- If your APPLICATION is accepted, your allocated ice-time will be the same on an "as available" basis for the current season.

- **No League games that count in the standings** are to be played during the scheduled ice-time. Casual ice-time is for casual games or practices only and being of a non-commercial and recreational nature. No admission tickets are permitted to be sold.

- **Spectators** are discouraged in COPPS COLISEUM, and the LICENCEE should make its participants aware of this. However, if spectators do attend, they are confined to **SECTION 112** at the West end of the arena seating area.

- **ALL PARTICIPANTS PLAYING HOCKEY IN COPPS COLISEUM DO SO AT THEIR OWN RISK.**

APPLICANT SIGNATURE: _____

DATE: _____

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COPPS COLISEUM CASUAL ICE-TIME

LICENCE AGREEMENT

B E T W E E N : **COPPS COLISEUM**

- and -

_____ (LICENCEE)
Applicant/Contact Person

ADDRESS: _____

_____ POSTAL CODE: _____

TELEPHONE: _____ (Home) _____ (Business)

TEAM/GROUP NAME: _____ AGE GROUP: _____

TERMS & CONDITIONS

1. **ICE-TIME:** _____

   It is understood and agreed that the LICENCEE will take the casual ice-time "as available" for the **19___ - 19___** season, a season being approximately October 1 to the next following April 30.

2. **COST:** _____

3. **PAYMENT:**

   Ice-time **must** be paid for **in advance.** Invoices with future scheduled ice-time(s) will be mailed out regularly.

   FULL PAYMENT IN CASH OR CHEQUE MUST BE RECEIVED BY COPPS COLISEUM PRIOR TO THE 1ST OF THE MONTH OR CANCELLATION MAY RESULT.

4. **CANCELLATION BY COPPS COLISEUM:**

   COPPS COLISEUM reserves the right to cancel any scheduled ice-time at any time without notice.

   Payment does not guarantee any scheduled ice-time.

   Any advance payment will be refunded in the event of cancellation.

5. **DRESSING ROOM(S):**

   a) A maximum of two (2) Dressing Rooms will be provided as required.

b) COPPS COLISEUM accepts no responsibility for any theft and/or damage to any personal possessions left in a Dressing Room.

c) Dressing Room(s) is to be left clean and vacated as soon as possible after the conclusion of the scheduled ice-time.

d) Any damage to a Dressing Room will be charged to the LICENCEE, the repair and payment for which **must** be paid in full prior to future ice-time being available to the LICENCEE.

6. **COPPS COLISEUM RULES & REGULATIONS:**

Attached as **SCHEDULE "A"** and forming part of this Licence Agreement are **COPPS COLISEUM RULES & REGULATIONS** which **must** be observed and followed, and which may change from time to time.

7. **LIABILITY & INDEMNITY:**

The LICENCEE shall use and occupy COPPS COLISEUM in a careful, safe, lawful and proper manner and shall so conduct its activities in or about COPPS COLISEUM as not to endanger any property or any person thereon; and, with the sole exception of claims arising entirely by reason of an Act of God, shall indemnify and save harmless COPPS COLISEUM, THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON against any and all claims and costs of COPPS COLISEUM, HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON or of other persons arising in any way out of the performance of this Licence Agreement or out of the LICENCEE'S occupation of COPPS COLISEUM unless caused by the negligence of COPPS COLISEUM, HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. or THE CORPORATION OF THE CITY OF HAMILTON.

The LICENCEE hereby releases COPPS COLISEUM, HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON from any and all liability to any person (including the LICENCEE and third parties) for any loss, damage or injury to any person or property incurred in or upon any property leased or occupied by COPPS COLISEUM, HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and by THE CORPORATION OF THE CITY OF HAMILTON unless caused by the negligent act of COPPS COLISEUM, HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. or THE CORPORATION OF THE CITY OF HAMILTON.

Unless caused by negligence or deliberate act or omission of COPPS COLISEUM or HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC., COPPS COLISEUM or HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. shall not be liable for any damage caused to any person or to any property. Without limiting the generality of the foregoing, "damage" shall include personal injury and death and "person" shall include the LICENCEE, agents, employees, subcontractors, independent contractors, guests, participants, patrons and any other person in COPPS COLISEUM.

Notwithstanding any eventuality, including cancellation of the ice-time, and under no circumstances shall COPPS COLISEUM, HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON be liable to the LICENCEE or any person as herein defined for loss of business or loss of profit.

Under no circumstances shall COPPS COLISEUM or HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. be liable to the LICENCEE or any person as herein defined for theft, breakage, damage by steam, water, rain, snow or ice, damage resulting from electricity, wiring, heating, ventilating, air conditioning, freon, ice making gases, elevating devices, stairs, seating or from any of the electrical or mechanical equipment or any structural element of the building.

Under no circumstances shall COPPS COLISEUM or HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. be responsible for any damage caused directly or indirectly by another tenant, by the LICENCEE or by any other "person" as defined.

The LICENCEE acknowledges that he has inspected the premises and that it is in satisfactory condition. Any defect, wrongful act, disturbance, dangerous circumstance or other untoward circumstance shall be brought to COPPS COLISEUM or HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.'S attention prior to the ice-time and in any event immediately.

ALL PARTICIPANTS PLAYING HOCKEY IN COPPS COLISEUM DO SO AT THEIR OWN RISK.

Failure by the LICENCEE to comply with any of the Terms & Conditions may result in termination of the ice-time and/or this COPPS COLISEUM CASUAL ICE-TIME LICENCE AGREEMENT.

AGREED AS OF THIS _____ **DAY OF** _____, 19____.

LICENCEE **COPPS COLISEUM**

_____ _____

_____ _____

PLEASE SIGN AND RETURN BOTH COPIES OF THIS LICENCE AGREEMENT. A FULLY EXECUTED COPY WILL BE SENT TO YOU FOR YOUR RECORDS.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

SCHEDULE "A"

COPPS COLISEUM LICENCING OF CASUAL ICE-TIME

RULES & REGULATIONS

1. Entering and exiting COPPS COLISEUM is only via the **Media Security Entrance** on Bay Street. All people **must** sign in and out.

2. There is **no parking** available on COPPS COLISEUM property.

3. **SPECTATORS** are discouraged in COPPS COLISEUM, and the LICENCEE should make its participants aware of this. However, if spectators do attend, they are confined to **SECTION 112** at the West end of the arena seating area.

4. COPPS COLISEUM accepts no responsibility for any theft and/or damage to any personal possessions left in a Dressing Room.

5. Dressing Room(s) is to be left clean and vacated as soon as possible after the conclusion of the scheduled ice-time.

6. **No participants are allowed on the ice surface until the ice has been resurfaced and the Zamboni has left the ice surface.**

7. At the conclusion of the scheduled ice-time, the goal nets are to be placed at the Zamboni entrance.

8. **The drinking of alcoholic beverages in COPPS COLISEUM is strictly prohibited.**

9. COPPS COLISEUM reserves the right to eject any participant or spectator whose presence or conduct is deemed objectionable.

10. **ALL PARTICIPANTS PLAYING HOCKEY IN COPPS COLISEUM DO SO AT THEIR OWN RISK.**

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

MEMORANDUM

FOR ACTION: [X] FOR INFORMATION: [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 January 15

SUBJECT: COPPS COLISEUM - Phase I, Administration Office Expansion, Release of Finishing Holdback, James Kemp Construction Ltd.

RECOMMENDATION:

That finishing holdback monies retained by the Corporation of the City of Hamilton, Treasury Department, in the total amount of $290.00 be released to the Contractor, namely, James Kemp Construction Ltd. subject to the Contractor complying with the requirements of the Construction Lien Act.

BACKGROUND:

In accordance with the provisions of the Construction Lien Act, 1983, James Kemp Construction Ltd. have made application for the release of finishing holdback monies retained by the Corporation of the City of hamilton on account of contract for the expansion of administration offices, Phase I, Copps Coliseum.

This Contract has been deemed completed as of 1987 November 20 and all outstanding deficiencies have been corrected.

It is my recommendation that the balance of holdback monies retained, ie. $290.00 finishing holdback be released subject to the Contractor complying with the requirements of the Construction Lien Act.

I attach for your information copy of Progress Certificate of Payment No. Two (2) Finishing Holdback.

Respectfully submitted,

John T. Crane
Director, Copps Coliseum

attchm.

STATUTORY DECLARATION

IN THE MATTER OF a contract entered into with HAMILTON ENTERTAINMENT & CONVENTION FACILITIES INC. by JAMES KEMP CONSTRUCTION LIMITED in connection with the construction of COPPS COLISEUM - HAMILTON - PHASE I - ADMINISTRATION OFFICES EXPANSION

I, JACK E. KEMP of the City of HAMILTON, in the County of WENTWORTH, DO SOLEMNLEY DECLARE THAT

1. I am the VICE PRESIDENT of the above named firm or company and have personal knowledge of the facts herein set out.

2. All monies owing to sub-contractors and suppliers for labour, material or equipment have been paid as they came due and all fees and assessments including those for Workman's Compensation, Unemployment Insurance, Canada Pension, Income Tax and vacations with pay have been paid.

3. To the best of my knowledge no liens exist or can exist against any part of the work performed under the said contract.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of "The Canada Evidence Act".

DECLARED before me at the City of HAMILTON in the County of WENTWORTH this 5TH day of JANUARY 1988

(Signed) _____

JANETTE M. BUDNARK, a Commissioner, etc., Province of Ontario, Judicial District of Hamilton-Wentworth, for the Hamilton Construction Association. Expires November 9th, 1988.

Notary Public or Commissioner of Oaths.

Workers' Compensation Board | **Commission des accidents du travail** | Area Office / *Bureau local* | **Contract Description:** / ***Description du contrat:***

Certificate of Clearance / *Certificat de décharge*

854 Bldg Constr.

BUILDING CONSTRUCTION NO. 854

The Workers' Compensation Board hereby waives its rights under Section 9(3) of the Workers' Compensation Act to hold the principal named below liable for any Section 9(3) liability of the Contractor, also named below, for assessments and levies of the Board owing now or within 45 days from the date of this Certificate

Par la présente, la Commission des accidents du travail renonce aux droits qui lui sont accordés en vertu de l'article 9(3) de la Loi sur les accidents du travail et qui l'autorisent à tenir l'entrepreneur principal mentionné ci-dessous responsable pour toute cotisation ou montant que l'entrepreneur, également mentionné ci-dessous, est tenu de verser à la Commission, en vertu de l'article 9(3), immédiatement ou dans les 45 jours suivant la date de ce certificat

Name and address of Contractor / *Nom et adresse de l'entrepreneur*

JAMES KEMP CONSTRUCTION LIMITED
P.O. BOX 3520, STATION "C"
HAMILTON, ONTARIO
L8H 7M9

Account number / *Compte no*

2086166

Effective date / *Date d'entrée en vigueur*

JANUARY 5TH, 1988

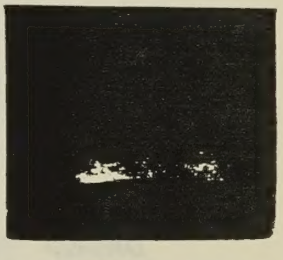
RE: COLISEUM - HAMILTON - PHASE I
ADMINISTRATION OFFICES EXPANSION

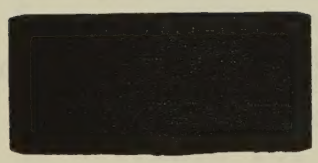
Name of Principal / *Nom de l'entrepreneur principal*

HAMILTON ENTERTAINMENT & CONVENTION FACILITIES INC.
101 YORK BOULEVARD
HAMILTON, ONTARIO

Valid **only** when signed by an authorized Officer of the Board
Non valide *sans la signature d'un représentant autorisé de la Commission*

0196C (07.85)





Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Blvd.
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

MEMORANDUM

FOR ACTION: [X] FOR INFORMATION: [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 January 13

SUBJECT: COPPS COLISEUM - Kitchen Exhaust, Acceptance of Quotation.

RECOMMENDATION:

That 1) The quotation submitted by J. J. Elliott Mechanical Ltd. in the total amount of $61,424.00 including all taxes for the supply and installation of the kitchen exhaust at Copps Coliseum be accepted.

2) The Audit and Finance Committee recommend the method of financing.

NOTE: Sole quotation received.

BACKGROUND:

In response to a Request for Quotations issued by the Manager of Purchasing, one (1) quotation was received for the supply and installation of a kitchen exhaust at Copps Coliseum. Attached please find Quotation Analysis dated 1988 January 12.

Only one Contractor, namely, J. J. Elliott Mechanical Ltd. submitted a firm quotation for the work.

The work, as described in the project specifications, will provide a new stainless steel smoke exhaust duct from the rink level kitchen to an exhaust location atop the north east mechanical tower. The work will include the supply and installation of an exhaust fan, fire dampers and air grilles. Operation of the exhaust system will be controlled via the Building Automation System. Existing piping lines and ductwork will be relocated and penetration through the concrete floor slabs are required to facilitate the installation. The exhaust duct is required to create a working kitchen facility within Copps Coliseum.

J. J. Elliott Mechanical Ltd. submitted a total price of $61,424.00 to complete the work. They have thoroughly examined the local site conditions and are fully apprised of the work involved. I am recommending that their quotation be accepted.

A specific project account was never established for this work. However, funds are available from accounts established within and outside of the original Construction Contract. Specifically;

a) An allowance of $450,000.00 was established for mechanical and electrical work required for the concession areas. This amount, less $19,650.00 for design services, was included within the Construction Contract with Pigott Construction Ltd. Of the amount of $430,350.00 Pigott have completed works totalling $385,238.00. No further claims have been submitted by Pigott for concession work, hence the remaining funds, i.e. $45,112.00 should no longer be required. Since the new kitchen exhaust is a requirement of the Concessionaire, I am suggesting that a portion of the funds remaining in Account No. 0408-U32565 be utilized for this work.

b) An allowance of $30,000.00 was established for alterations to an adjacent vent located on the Lloyd D. Jackson Square plaza, i.e. Account No. 0408-U32769. This vent is a smoke exhaust from restaurant facilities within Phase II Lloyd D. Jackson Square.

... Continued/3

BACKGROUND: /Continued

Initially, it was proposed for aesthetic reasons that this vent be altered. However, I am recommending that this vent remain as constructed and the funds established for the alterations be transferred to assist in financing the Copps Coliseum kitchen exhaust work.

I leave these available financing options open to discussion and recommend that the Audit and Finance Committee recommend the method of financing.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

1988 January 12.

QUOTATION ANALYSIS

SUPPLY & INSTALLATION OF KITCHEN EXHAUST DUCT, COPPS COLISEUM

	TOTAL NET PRICE INCLUDING TAXES	CREDIT IF BAS CONNECTIONS DELETED
J. J. Elliott Mechanical Ltd. Hamilton	$61,424.00	$1,380.00

UNABLE TO BID - Hoffer Mechanical Company Ltd.
Adam Clark Company Ltd.

REFERENCE NO. C11-61-87 CLOSES: JAN. 8, 1988

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF QUOTATION

SUPPLY & INSTALLATION OF KITCHEN EXHAUST DUCT
COPPS COLISEUM

Mr. T. Bradley
Manager of Purchasing
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to Supply & Install Kitchen Exhaust Duct

in accordance with specifications issued by the Manager of Purchasing

December 7, 1987 at the following prices:

TOTAL NET PRICE Including All Taxes	$ 61,424.00
Credit If BAS Connections (Section 11 Item 2) is Deleted	$ 1,380.00

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND TIME WITH A BRIEF EXPLANATION WHY YOU ARE UNABLE TO BID.

NOTE: NO PAINTING ALLOWED FOR.

Work To Commence 7 Days From Receipt of Order

Work To Be Completed In 80 Days.

J.J. ELLIOTT MECHANICAL LTD.
Name of Company

399, KENORA AVENUE, HAMILTON, ONTARIO. L8E 2W3.
Street Address of Company, including postal code

Authorized Signature

J. ELLIOTT.
Please Print

(416) 561-2824
Telephone Number

JANUARY 8th 1988
Date of Quotation

Copps Coliseum
Victor K Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

MEMORANDUM

FOR ACTION: [X] FOR INFORMATION: [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 January 19

SUBJECT: COPPS COLISEUM - Supply and delivery of Heating/Cooling Fan Coil Units; Acceptance of Tender.

RECOMMENDATION:

That 1) The tender submitted by Blenkhorn and Sawle Limited in the total amount of $14,668.00 for the supply and delivery of four (4) heating/cooling fan coil units be accepted.

2) The Audit and Finance Committee recommend the method of financing.

NOTE: Lowest of three (3) tender received.

BACKGROUND:

In response to a Call for Tenders issued by the Manager of Purchasing, three (3) tenders were received for the supply and delivery of four (4) Carrier Heating/Cooling Fan Coil Units. Attached please find Tender Analysis dated 1988 January 8.

Blenhorn and Sawle Limited submitted the lowest tender for the equipment specified. I am recommending that their tender, in the total amount of $14,668.00 including all applicable taxes, be accepted.

These heating/cooling fan coil units will be utilized in supplying heating, ventilating and air conditioning requirements for dressing room number one and two (2) rental units within the retail mall. Installation of same will be tendered separately.

Sufficient funds are available within Account Nos. 0408-K72931 - Improvements to Home Team Dressing Room and 0408-U32619 - Construct Retail Space to finance this purchase.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

THE CORPORATION OF THE CITY OF HAMILTON

TENDER ANALYSIS - JANUARY 8, 1988

SUPPLY AND DELIVERY OF 4 CARRIER HEATING/COOLING FAN COILS, COPPS COLISEUM

Prices include all applicable taxes and charges

	UNIT PRICE	TOTAL PRICE	DELIVERY TIME
Blenkhorn and Davis Limited Hamilton	$3,667.00	$14,668.00	Approximately 12 weeks
Beaver Engineering Limited Hamilton	$3,743.75	$14,975.00	Thirteen (13) weeks
Broom's Mechanical Contracting Limited Burlington	$4,325.00	$17,300.00	12 - 13 weeks

UNABLE TO BID - Thomson & Boyding Ltd.

OFFICIALS IN ATTENDANCE - T. Murray, Alderman
E. A. Simpson, City Clerk
T. Avery, Assistant Manager of Purchasing

Advertised and six suppliers were requested to bid

THE CORPORATION OF THE CITY OF HAMILTON

TENDER ANALYSIS - JANUARY 15, 1988

HVAC SYSTEM MODIFICATIONS, COPPS COLISEUM

Prices include all applicable taxes and charges

	CONTINGENCY	TOTAL PRICE 1 & 3	CONTINGENCY	TOTAL PRICE 2 & 3	DELETION OF BAS CONNECTIONS
J. J. Elliott Mechanical Ltd. Hamilton	$5,000	$81,340	$5,000	$75,040	$8,300

Work to commence 5 days from receipt of order

Work to be completed in 45 days

UNABLE TO BID - Bennett & Wright Limited

OFFICIALS IN ATTENDANCE - D. Agostino, Alderman
E. A. Simpson, City Clerk
T. Bradley, Manager of Purchasing

Advertised and eleven suppliers were requested to bid

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

MEMORANDUM

FOR ACTION: [X] FOR INFORMATION: [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 January 20

SUBJECT: COPPS COLISEUM - Leasing Arrangements For Retail Mall Space.

RECOMMENDATION:

That proposals be requested from real estate brokerage agencies to establish leasing criteria and develop leasing agreements necessary for commercial rental of the Street Mall area within Copps Coliseum.

BACKGROUND:

The construction of the common corridor through the south west quadrant of the retail area has commenced with completion anticipated by 1988 April. This common corridor extends from Phase IV Lloyd D. Jackson Square to an entrance vestibule adjacent to the Coliseum Ticket Office.

Bordering this common corridor is an area of approximately 4620 square feet of leasable retail space. This area is divided into two distinct blocks of 3690 and 930 square feet respectively. Currently, these leasable areas are unfinished in terms of architectural, mechanical and electrical requirements.

In an effort to secure tenants for this available retail space, solicitation of prospective lessees should commence immediately. This can best be accomplished through the employment of a real estate brokerage agency.

I am recommending that a Request for Proposals be sought from real estate brokers with qualified experience in commercial rental. The terms of reference for the Request for Proposals would require that the successful candidate;

a) determine rental worth in terms of cost per square foot.

b) establish design criteria for leasehold improvements.

c) develop a standard form of offer and lease.

d) actively solicit lessees.

The submitted proposals would be reviewed and the best qualified candidate selected.

It should be noted that once the retail areas are committed for lease, the owner, ie. the Corporation of the City of Hamilton will be required to provide certain improvements to the individual leased areas. These improvements would consist of mechanical and electrical modifications. Specifically;

a) supply and installation of HVAC fan coil units and associated controls.

b) extension of fire safety system, ie. sprinklers, smoke detectors.

c) extension of power feed and installation of individual electrical distribution centres.

Continued /3 ...

BACKGROUND: Continued/

These modifications could cost upwards of $40.00 per square foot for each individual leased area.

In addition, the Owner is normally required to contribute an amount of money, based on square footage of leased area, towards leasehold improvements. These monies would be utilized by the tenant for occupancy improvements, ie. finishing of ceiling, walls, floors, etc. The leasehold improvement allowance is also directly related to the intended usage of space. For example, a restaurant operator would expect a greater improvement allowance than would a clothing store operator since the initial start-up costs are considerably higher in the former case, ie. provisions for plumbing, drainage, gas lines, venting and exhausting must be made. It is conceivable that an amount equal to the rental revenue generated during the first few years, may be required to be spent by the Owner on improvements in order to attract a tenant.

In summary, it is evident that rental of the retail space within Copps Coliseum is a viable revenue generator. Solicitation of prospective lessees must commence immediately and in order to do so a real estate brokerage agency should be employed without delay.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

VOLUME CONCESSION SERVICES INC.

MEMORANDUM

TO: John Crane General Manager
FROM: Bruce Smith
DATE: January 15, 1988
SUBJECT: Cup Usage

It is not, nor has been the policy of Volume Services to reuse drink cups at any time. We have reviewed this issue with our stand managers as per the memo dated January 7, 1988.

Sincerely,

B. Smith
General Manager

BS/pw

COPPS COLISEUM
101 YORK BLVD./HAMILTON, ONTARIO L8R 3L4/TELEPHONE: (416) 521-0323

VOLUME CONCESSION SERVICES INC.

MEMORANDUM

TO: All Stand Managers
FROM: Kim Mullin
DATE: January 7, 1988

SUBJECT: Various

(1) Effective February 1, 1988 all stand managers will be paid $ 5.50 an hour. (.25¢ increase.)

(2) Under no circumstances are any CUPS to be re-used. ie/

a) NO Customer may receive a refill in the same cup.

b) any pre-poured pop which must be wasted must be thrown out. UNDER NO CIRCUMSTANCE MAY CUPS WHICH HAVE HAD PRODUCT POURED IN THEM BE RINSED AND RE-USED. ANY EMPLOYEE FOUND DOING SO IS SUBJECT TO INSTANT TERMINATION. Please re-confirm this policy with all staff tonight.

Thank You

KM/pw

COPPS COLISEUM
101 YORK BLVD./HAMILTON, ONTARIO L8R 3L4/TELEPHONE: (416) 521-0323

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee

FROM : J. Tsao, Sales Executive, Copps Coliseum

COPIES TO : B. Conacher, Managing Director/CEO, HECFI
: J. Crane, Director, Copps Coliseum

DATE : January 19th, 1988

RE : **Status Report on Confirmed Events/Performances at Copps Coliseum, February, 1988 - May, 1988**

February, 1988

13 Confirmed Events/Performances:

1. Alabama Concert
   : February 4th
2. Battle of the Monster Trucks
   : February 5th
3. Steelhawks Regular Season Games
   : February 7th, 19th and 20th
4. 1988 Hamilton Sportsmen's Show
   : February 11th, 12th, 13th and 14th
5. Hamilton Travelcamping Show
   : February 25th, 26th, 27th and 28th

March, 1988

18 Confirmed Events/Performances:

1. Merle Haggard and Friends Concert
   : March 3rd
2. Steelhawks Regular Season Games
   : March 4th, 5th, 6th, 11th, 12th and 13th
3. W.W.F. Wrestling
   : March 13th

March, 1988 (Continued)

4. Walt Disney's Magic Kingdom On Ice
   : March 15th - 20th

April, 1988

3 Confirmed Events/Performances:

1. Minor League Hockey Day
   : Date to be determined

2. Ringette Day
   : Date to be determined

3. Jehovah's Witnesses Convention Kick-Off Meeting
   : April 30th

May, 1988

1 Confirmed Event/Performance:

1. 1988 National Gymnastic and Trampoline Championships
   : May 22nd

JT:jd

Joe Tsao,
Sales Executive.

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1988, January 12

Mr. John Crane
General Manager
Copps Coliseum

Dear Sir:

On behalf of the Department of Culture and Recreation I would like to express our appreciation for your assistance in providing the use of your back up zamboni during the recent emergency at Rosedale Arena.

May I also take this opportunity to extend thanks to Dave Kelly of your staff, for his assistance and co-operation this past year.

If we can be of any assistance in the future please do not hesitate to call.

Sincerely yours,

Vic Ferguson

Mr. Vic Ferguson,
Acting Manager
Technical Services
Department of Culture & Recreation

VF:mp

c.c. Dave Kelly, Copps Coliseum

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

TO: Copps Coliseum Committee
Hamilton Place Committee
Hamilton Convention Centre Committee

DATE: January 21, 1988

Report of the Director of Finance and Administration

Due to my scheduled attendance at the 9th Annual Box Office Management International Conference and Exhibition on January 26 - 29, I will be unable to attend the Committee meetings planned during that period of time.

Status of 1987 Year-End Financial Reports

The financial report and all related event statistical reports for the month of December will not be available until the Committees' regularly scheduled set of meetings in February. This is in order to allow sufficient staff time to properly close off our 1987 annual accounts and have Pannell Kerr MacGillivray complete their audit.

However, I wish to point out that projected 1987 annual numbers were previously provided to the Committees during the 1988 operating budget process and also in the presentation of the draft 1987 annual report to the Board on January 15, 1988. At this time, I believe those projections or estimates by department are still reasonable.

Status of 1988 Monthly Financial Reports

In respect of the January, 1988 monthly financial report, I anticipate combining it with the February, 1988 monthly financial report, as was done in prior years, since the preliminary January, 1988 accounting reports will not be run by the data processing department until the 1987 annual accounts are closed off for HECFI and the City of Hamilton. Based on prior years, it has meant that my department receives the computer reports for January in late February, while the computer reports for February become available in the first week of March. Since the February computer reports are received so shortly after the January reports are available off the system, my decision has always been to concentrate staff efforts in producing the year-to-date February report which already includes the January results. As a result, I anticipate having the year-to-date February, 1988 financial report and the event statistical reports for January and February available for the Committees in March.

Status of 1988 - 1992 Capital Budgets

It is anticipated that the City's Executive Committee will review HECFI's and CUP's capital budgets on February 4, 1988. The City's objective is to hopefully finalize its Capital Budget Process by either late February or early March, 1988.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

January 22, 1988

The Director attended a professional Continental Basketball Association game in Moline, Illinois on Wednesday, January 20, 1988 between the Quad City Thunders and the Albany Patrons. Moline is one of the cities which make up Quad City and is home of the Thunders.

The Director attended the game in response to an invitation from Mr. Rich Wolf, Director of the Marketing for the Thunder team and who also acts as a consultant for the CBA league.

The purpose of the visit on Mr. Wolf's behalf was to view the calibre of play displayed by both teams and the marketing strategies put in place by Mr. Wolf who indicated that was the main reason they have sold out all home games to date. Also, Mr. Wolf was interested in knowing full details about Copps Coliseum, the City of Hamilton and surrounding areas, ie. population within one hour drive from the Coliseum, etc. Mr. Wolf indicated there are a couple of CBA teams who are seriously considering relocation to another city.

The game itself was played in a six thousand seat facility known as the Wharton Field House and is used for nothing else but basketball. This is the first season for the franchise in this city and they are enjoying early success with their sell-out crowds.

The many promotional activities put in place by Mr. Wolf to attract and entertain the audience before and after each game, during team time outs and also at the half-way period of the games are as follows;

- Special guest for each home game. The special guest at the game I attended was Mr. Rick Barry, a former great N.B.A. player.

- Brass band playing during time-outs.

- A fan shoot-out with the prize set at $3,500.00 for the lucky person(s) who took shots from the goal line and centre court depending on the age of the individuals.

- A group of four daredevils who performed acrobatics at every opportune time; this was an exciting show.

- During the game a group of approximately fifty young people went onto the basketball floor at once and performed basketball routines such as shooting, dribbling, and passing, etc. The idea being to get the youth involved in the game.

- A shoot-out in the dark whereby lucky number ticket holders would be blindfolded and had to find the basketball hoops and score for a price of $2,000.00. The audience really enjoyed this routine and got really involved.

The ticket prices for all CBA games exclusively playoff games are $5.00, $7.00 and $10.00 with absolutely no discounted tickets.

In discussing the CBA league in general Mr. Wolf indicated that they are concentrating their efforts in non-NBA major league cities. He stated the league is much better organized and stabilized than even before with a new commissioner; team salaries capped and reasonable ticket prices. He believes Hamilton would be a successful CBA city and will discuss the possibility of relocating an existing team here in the near future. When asked, Mr. Wolf stated that he will send me financial statements concerning the status and stability of the league once they are made available to him.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

January 22, 1988

REPORT BY THE DIRECTOR OF COPPS COLISEUM

The largest crowd ever to see a wrestling match in Hamilton (18,600) attended the Coliseum on December 29th at 8:00 p.m. The match was very exciting and the fans kept on cheering their favourite wrestlers. The highlight of the evening was when World Champion "Hulk" Hogan defended his title against "The Natural" Butch Reid.

The World Wrestling is returning once again to Copps Coliseum on Sunday, January 24th, 1988 at 7:00 p.m. "Hulk" Hogan World Champion is once again returning and will have a verbal confrontation with "Andre The Giant". This will lead up to a World Championship match with the "Hulk" at a later date. A sell-out crowd is expected once again.

Budweiser Motorcycles On Ice performed at Copps Coliseum on Saturday, January 2nd, 1988 to an audience of approximately 3,000. All of the performers in this event were Americans with the exception of two Canadians by the names of Jon Cornwell and Chris Evans. The motorcycles themselves were two and three wheelers with "spiked tires". These spikes did considerable damage to the ice surface and it took staff approximately 24 hours to repair the ice for the Steelhawks in order that they could play their home game the following day. One would have to be a genuine "motorcycle on ice" enthusiast to enjoy this event.

On January 7th at 7:30 p.m. Canada's Olympic Team played the Soviet Union Select Team with a tremendous attendance of approximately 12,000 fans. This game was the final game for the Olympic team in our facility before the Olympic Games and in a way it was a final send-off in a very positive way for the team who will have to work very hard to qualify for the medal round. Unfortunately, Team Canada lost the game to the Soviets by a score of 6 to 4 in what would be considered a "dull" game.

The Hamilton Spectator Indoor Games were held at Copps Coliseum on Friday, January 15th, 1988 and featured some "world class athletes - world class entertainment". Approximately 11,000 fans enjoyed all of the events and stayed to the very end to watch Ben Johnson, Canada's Athlete Of The Year and World Champion in the 100 metres set a new world indoor "record". This man is something else! I believe the Games this year were better organized than before and I congratulate the Spectator Indoor Games for doing an outstanding job.

In between all of these major events were the Hamilton Steelhawks Major Junior "A" Hockey Club. They have been on the "skids" lately, losing eight games in a row and these losses could be attributed to the many injuries they have on the hockey club. However, I look forward to them bouncing back and having a good stretch running leading into the "playoffs".

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

7.1.1 Copps Coliseum Minutes of January 6, 1988

COPPS COLISEUM COMMITTEE

Wednesday, January 6, 1988
11:30 A.M.
Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Alderman B. Hinkley, Chairman, HECFI Board
Alderman J. Gallagher
Mr. T. Casey
Mr. W. McFarland

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. D. Beattie, Vice-Chairman

The Chairman called the meeting to order at 12:55 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 11:45 A.M.

THAT THE IN CAMERA MINUTES OF NOVEMBER 25, 1987, BE APPROVED.

THAT MR. BRIAN CONACHER, MANAGING DIRECTOR/CEO, HECFI, BE AUTHORIZED TO PROCEED WITH MARKETING THE LICENCED USE OF THE AVAILABLE "PRIVATE BOXES" IN COPPS COLISEUM.

THAT STAFF BE AUTHORIZED TO REVIEW PREVIOUS DISCUSSION RELATING TO THE GUIDELINE FOR THE USE OF THE HAMILTON ROOM AS DOCUMENTED IN THE COPPS COLISEUM COMMITTEE MINUTES IN ORDER THAT GUIDELINES MAY BE DRAFTED AND PRESENTED TO THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987, BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 12:50 P.M.

1. Minutes of November 25, 1987
1.2 Motion for Approval

MOVED by Mr. Casey, seconded by Mr. McFarland that

THE MINUTES OF NOVEMBER 25, 1987, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

Nil

3. Marketing
3.1 Request for Subsidy 1988 O.F.S.A.A. High School Hockey Championships - Saturday, March 26, 1988

MOVED by Mr. Casey, seconded by Mr. McFarland that

NO ACTION BE TAKEN ON THE REQUEST FOR SUBSIDY FOR THE ABOVE NOTED EVENT. FURTHER, THE O.F.S.A.A. HIGH SCHOOL HOCKEY CHAMPIONSHIPS BE PERMITTED TO LICENCE THE USE OF COPPS COLISEUM FOR THE EVENT ON MARCH 26TH, 1988, UNDER THE FOLLOWING TERMS AND CONDITIONS:

- A FLAT BASIC BUILDING FEE OF $6,500.00 PER EVENT DAY (SATURDAY, MARCH 26TH, 1988);

- A TICKET SELLING COMMISSION OF $300.00 OR 3% OF THE GROSS TICKET REVENUES (LESS ANY APPLICABLE ADMISSION SALES TAXES) WHICHEVER IS GREATER.

- ALL EVENT STAFF AND EVENT SHEET CHARGES;

- COPPS COLISEUM TO RECEIVE 15% OF THE GROSS REVENUES (LESS ANY APPLICABLE RETAIL SALES TAXES) DERIVED FROM THE SALE OF SOUVENIRS, NOVELTIES AND PROGRAMS DIRECTLY RELATED TO THIS EVENT. FURTHER, THE LICENCEE IS RESPONSIBLE FOR ALL THE COSTS RELATED THERETO.

- THE ABOVE TERMS AND CONDITIONS WILL BE TRANSFERRED ONTO A STANDARD LICENCE AGREEMENT.

MOTION CARRIED.

3.2 1988 National Gymnastics and Trampoline Championships in Copps Coliseum - May 21 and 22, 1988

MOVED by Mr. Casey, seconded by Mr. McFarland that

COSTS DIRECTLY RELATED TO THE LICENCED USE OF COPPS COLISEUM FOR THE ABOVE NOTED EVENT BE SUBSIDIZED BY THE SPECIAL EVENTS SUBSIDY FUND UP TO A MAXIMUM OF $11,000.00. THE LICENCEE WILL BE RESPONSIBLE FOR ALL COSTS IN EXCESS OF $11,000.00.

FURTHER, THE LICENCEE BE PERMITTED TO LICENCE THE USE OF COPPS COLISEUM FOR THE ABOVE NOTED EVENT UNDER THE FOLLOWING TERMS AND CONDITONS:

- A MINIMUM OF $6,000.00 OR 12% OF THE GROSS TICKET REVENUES (LESS ANY APPLICABLE ADMISSION SALES TAXES) WHICHEVER IS GREATER, PER PERFORMANCE;

- A FLAT FEE OF $3,000.00 PER MOVE-IN/MOVE-OUT/REHEARSAL DAY;

- A TICKET SELLING COMMISSION OF $300.00 OR 3% OF THE GROSS TICKET REVENUES (LESS ANY APPLICABLE ADMISSION SALES TAXES) WHICHEVER IS GREATER, PER PERFORMANCE. FURTHER, A CREDIT CARD SERVICE CHARGE OF 3% OF THE SALE OF TICKETS BY CREDIT CARD.

- ALL EVENT STAFF AND EVENT SHEET CHARGES.

MOTION CARRIED.

4. Capital Construction Items

Nil

5. New Business

5.1 Casual Ice Rentals

Alderman Hinkley inquired that if the ice was rented and paid for what would the procedure be if someone else requested the facility for an event. The Managing Director/CEO explained that there will be no league play of hockey and written into the rental agreement will be a section explaining that cancellations will be at the discretion of management.

Mr. McFarland inquired about the facility being protected for any losses or damages. The Managing Director/CEO advised that he and the Director of Copps Coliseum will investigate this query.

MOVED by Mr. Casey, seconded by Mr. McFarland that

THE DIRECTOR OF COPPS COLISEUM IMPLEMENT A PROGRAM OF "CASUAL ICE RENTALS" AT A CHARGE OF TWO HUNDRED AND SEVENTY-FIVE DOLLARS ($275.00) PER HOUR.

MOTION CARRIED.

Alderman Merling enters the meeting at 1:42 p.m.

5.2 Central Utilities Plant Deregulation of the Natural Gas Industry

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE REPORT ENTITLED CENTRAL UTILITIES PLANT DEREGULATION OF THE NATURAL GAS INDUSTRY, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Client Evaluation Form

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE CLIENT EVALUATION FORM AS COMPLETED BY DONALD K. DONALD IN RESPONSE TO THE MOSCOW CIRCUS HELD AT COPPS COLISEUM, OCTOBER 6 - 12, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Consolidated Unaudited Operating Results for the Eleven Month Period Ended November 30, 1987

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987, BE RECEIVED FOR INFORMATION.

5.5 Unaudited Operating Results for the Central Utilities Plant for the Eleven Month Period Ended November 30, 1987

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE REPORT SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

7.1 VSI

Alderman Merling spoke to the committee on a matter concerning VSI.

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Date of Next Meeting

Wednesday, January 27, 1988
11:30 a.m.
Copps Coliseum Board Room

10. Adjournment

MOVED by Mr. Casey, seconded by Mr. McFarland that

THE MEETING ADJOURN AT 1:55 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

7.2 Hamilton Convention Centre Committee First Report

Please Note: Item 1 was approved by the Audit & Finance Committee at its February 4, 1988 meeting, including a two-year warranty.

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, JANUARY 1988

The Hamilton Convention Centre Committee presents its FIRST REPORT for 1988 as follows:-

1. Purchase of Dishwasher for Convention Centre

It was moved, seconded and carried, that Stainless Steel Products be selected as the Company to supply and install a Hobart Dishwasher with Blower Dryer, at a sum not to exceed $123,000, with the proviso that the Audit and Finance Committee be requested to consider the question of a two-year warranty with a fee involved, as opposed to the usual one-year warranty provided by the Company at no charge for either materials or labour. The question arose as a result of the City Purchasing Department having asked for a two-year warranty in their tender proposal.

For the information of Board members, a copy of the Recommendation of the Director, HCC with supporting material, is attached hereto as **APPENDIX "A"**.

2. Information Items

(a) Director's Report - December 1987

It was moved, seconded and carried that the Director's Report for December 1987 be received for information and forwarded to the Board of Directors. A copy is attached as **APPENDIX "B"**.

(b) Correspondence

(c) Client Evaluations

It was moved, seconded and carried that Items 2(b) and 2(c) be received for information.

(c) Report of the Director, Finance/Administration

In the absence of the Director, Finance/Administration, the members discussed and decided to receive for information, his written report (attached as **APPENDIX "C"**) on the Status of 1987 Year-end Financial reports, and also the Status of 1988 Monthly Financial Reports.

(d) Business Plan for 1988 - HCC

As instructed by the Board of Directors at its last meeting, the members of the Hamilton Convention Centre Committee discussed at length the Business Plan as it pertained to the Convention Centre, and gave instructions that pages 14 and 15 should be amended by the Director, HCC.

..... 2

3. Date of next meeting

It was agreed that the next meeting of the Committee would take place on Friday, February 26, 1988 at 08:00 hours.

Respectfully submitted,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

APPENDIX "A"

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director DATE: January 21, 1988

Hamilton Convention Centre

FOR ACTION XXX FOR INFORMATION _____

TO: B O A R D _____ OR AUDIT AND FINANCE and ✓HAMILTON CONVENTION CENTRE COMMITTEES XX

SUBJECT: Purchase of Dishwasher for Convention Centre

RECOMMENDATION: It is very strongly recommended that Stainless Steel Products be selected as the Company to supply and install a Hobart Dishwasher with Blower Dryer, at a sum not to exceed $123,000.

BACKGROUND:

Attached is a detailed memorandum from the Operations Manager, answering questions that the Board had at the last Committee meeting.

There is no doubt that there is an immediate requirement for this dishwasher, and it is the No.1 Capital Priority at the Centre.

There are several implications of continuing with the present dishwasher, considering its excessive breakdown record. The Centre will be unable to service banquets, conventions and similar events. Poor service will ultimately mean that clients will not return.

Finally, there is the further danger that breakdowns could render the Blakeslee inoperative, virtually putting the Centre out of the food and beverage business.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. William J. Penfold, Director, HCC

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: January 21, 1988

SUBJECT: Dishwasher

Prior to the opening of the facility in June 1981, there had been concerns expressed regarding the Blakeslee Flight dishwasher. The main concerns evolved around the size of the unit and its ability to handle the large amount of business that was anticipated at that time. The original specifications called for a Hobart dishwasher; however, due to budgetary restrictions, the Blakeslee was installed.

Most of our concerns have indeed come to pass. Over the ensuing three years, the Stewarding Department in particular has encountered numerous operating problems and breakdowns. The situation that they were faced with on a regular basis, at that time, prompted the Chief Steward to request the replacement of the dishwasher in the summer of 1984 by including it in their 1985 Capital Budget requests. An excerpt of their budget request is enclosed for your reference **(Appendix "A")**. It should be noted that the accompanying rationale supporting their request is quite substantial and corroborative. However, at that time if was felt that we should continue with the Blakeslee with a view to see whether or not the machine could be adapted to, and subsequently improve our operation.

Unfortunately, this has not been the case. As business has increased over the years, so have our operational problems. During the past three years, not only has the dishwasher been inadequate, the entire layout of the dishwashing area is not conducive to an operation producing 100,000 covers in a year.

Our present unit is an 18' model with three small tanks and a booster unit. The unit is designed for dishes etc.; however, it is used for a multitude of purposes out of necessity. Kitchen pots and pans, globes, floor mats are cleaned through the unit. In order to continue to attain good cleaning results, the machine has to be cleaned at least three to six times a day, which is labour intensive.

..... 2

On a busy day, the dishwasher will be running 20 hours non-stop, causing the water to foam over onto the floor, which necessitates shutting down the unit, cleaning, draining and re-filling to start up again, only to go through the same frustrations time and time again, to as many as six times in a day. It takes a half hour each time to clean, drain and re-fill the unit; as well, there is no automatic fill switch to advise when the machine is full. It is necessary to watch and wait until the water level is right. Also the tanks are small, requiring the water to be changed on a regular basis. If the water is not changed, dirty water is circulating through the pumps, causing poor results.

With the reorganization of the Stewarding area, the stewarding staff will be utilizing the stainless steel pot sink adjacent to the dishtabling. This will alleviate the problems of grease build-up which causes the machine to foam and overflow.

On several occasions, the water temperature has not reached the acceptable standard of 180-195 degrees F. as set by the National Sanitation Foundation, because the booster heater on top of the unit is not operating effectively. Due to the high humidity in the room and poor ventilation at the unloading end of the dishwasher, there are additional costs involved in hand drying all the dishes, preparation and service equipment that are still wet. During busy functions, the staff of two which is normally required to unload the machine can be reduced to one by the addition of the blower dryer. As well, the cost of cotton towels of .17 cents each for this purpose can be eliminated.

In summary, the dishwashing area at the Centre is inefficient, causing high labour costs and extensive operating problems. It is anticipated there is a savings of up to $5,000 on labour alone on the purchase of a new unit with a blower dryer. Not to mention the elimination of the frustrations and inconvenience that all departments are subjected to.

During the past three years, the cost to repair the dishwasher is $7,502.00 as outlined in the attached **Appendix "B"**.

This does not include the small repairs and problems that are serviced by Dubois Chemical under their service agreement. Presently, a fill valve has not been repaired and continues to leak as we await a replacement part.

We have been advised that should the motor break down we may have to wait up to six months for replacement unless we are fortunate enough to locate a motor from another machine, which is unlikely.

Regarding the selection of a model, there are only two companies that manufacture the type of unit we require, namely Hobart Canada Inc. and G. S. Blakeslee & Co. of Canada Ltd. Considering our experience with a Blakeslee and that Hobart are leaders in the field, we selected Hobart and their model FTM-822, which is a 22' unit with larger tanks which ideally suit our requirements.

Hobart Canada Inc. offer a two-year warranty package. They have their own dealer network - any problems are dealt with by Hobart directly. Hobart services their own equipment, thereby providing improved product knowledge and parts availability. As well, they have a local sales office in Hamilton.

As you are aware, Stainless Steel Products Limited were the only company to submit a proposal as outlined in the tender, a copy of which is attached for your reference(Appendix "C"). All other companies submitted their prices for supply of equipment for our information only.

The breakdown of the proposal as submitted by Stainless Steel Products is attached as Appendix "D".

The specifications for the dishwasher and waste system are attached for your perusal (Appendix "E"). If the installation of a new machine and the reorganization of the dishwashing area do not take place in July of this year, we will have to continue to operate with the inefficient layout and equipment and continue to absorb high labour costs. However, we can only continue as long as the machine will operate. We have been advised that there is a six-month delivery on the motor should it break down.

It has been necessary in the past to rent dishes for large conventions because of our inability to process the large number of dishes encountered while serving breakfast, lunch and dinner. If there are breakdowns of a minor nature we will rent dishes as required. However, if there is a major breakdown, we will be in tremendous difficulty.

The Blakeslee machine, when it is removed, will be disposed of through City Purchasing as required.

This is a very important project to our operation. It is instrumental in improving our overall efficiency and providing the service that is required, especially considering the kitchen expansion. I strongly recommend that we proceed with the installation of the Hobart FTM-822 dishwasher and accompanying equipment by Stainless Steel Products Limited, the only company to comply with the tender specifications.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Encl.

Appendix "A"

BUDGET '85

STEWARDING DEPARTMENT

PURCHASES - Major

Dishwasher -

Steve, as you know, our present machine is highly inadequate for our needs and I believe we should begin to explore our options concerning the possible sale of our existing machine and the purchase of a new one.

Upon examination of the list of repairs done in the past 16 months, I came up with the following: (All figures have been closely estimated)

- The elements in the rinse tank replaced three times, at $800.00 each; TOTAL COST - $2400.00.
- The elements in the wash tank replaced once; TOTAL COST - $800.00.
- The elements in the booster replaced once; TOTAL COST - $500.00.
- The elements in the rinse tank replaced once; NO CHARGE FOR PARTS, but a total of $115.00 for labour.

This comes to a total of $3815.00, yet it DOES NOT include the charges we've incurred for such minor repairs as new fuses. When you also consider that the average charge for just a service call runs anywhere from $50.00-$100.00, it's safe to assume that we are looking at a much higher total.

Other factors to consider are -

- The busier we are, the more often the machine breaks down, simply because it is not designed to handle such a high volume.
- The new heavy duty elements recently installed will cost even more to replace than the original ones.
- Our problems with this machine will only get worse, the longer we keep it, because as the mahcine ages it will break down with greater frequency and a higher degree of severity and expense.
- These machines depreciate in value with age. Therefore, the longer we wait, the lower the amount we can acquire whould we wish to sell, or trade this machine in. Additionally, every dollar we spend on repairs will also subtract from that amount.

/

I believe that it's time to ask ourselves if we should continue to hang onto a machine that has never been suitable for our needs, and can only continue to force us to spend increasingly large amounts each year on repairs.

I took the initiative of contacting Hobart Canada, a company that manufactures, sells and services dishwashers. These are top-of-the-line machines (which incidentally are installed in every hospital dishroom in this area) and are exactly what we need for this type of operation.

Ray Houlding, one of their salesmen, and I spent some time discussing both the problems I've encountered and the type of operation here, and the performance of Hobart Machines. The following are a few points that came from that initial contact:

- Hobart not only manufactures and sells dishwashers, they SERVICE them as well (24 hours per day, 7 days per week). Who knows how to fix a machine better than the manufacturer?

- A new machine comes with either a one or two year full warranty plan (depending on the machine purchased) and they also have an extended warranty plan whereby we may renew the original warranty each year. There is of course a fee for this plan, however, I'm sure it's far less than we are spending now on repairs. Additionally, this warranty fee could be budgeted for in advance and as the machine ages and requires more extensive servicing this fee will remain fixed. This would enable us to keep a new machine in top running order, at a much lower cost and over a longer period of time than it is costing us at present to just barely maintain an inadequate piece of machinery.

- During our busy period, due to an insufficient hot water supply, eventually the water entering the machine is cold and all the elements must work overtime to try to heat it. Unfortunately when this happens we end up running at a temperature of 130° - 140° instead of the required 160° - 180°. Mr. Houlding mentioned that most Hobart machines re-cycle water which reduces (by approximately 1/3-1/2) the total water consumption. Accordingly, it also reduces chemical consumption as well, thereby adding to our savings in the cost of these products.

I would ask that you refer to the attached pamphlet and report provided to me by Mr. Houlding. If you require additional information or discussion, I feel it would be to our advantage to set up a meeting with Mr. Houlding.

PURCHASES - major (Continued)

Dollies - (For Glassware)

Steve, we have only ten at the moment and this is one of the most desperately needed items in my department. For the following reasons I am requesting a purchase of AS MANY AS POSSIBLE:

..... /

Appendix "B"

DETAILS OF BREAKDOWNS OF DISHWASHER AT CONVENTION CENTRE FROM 1985 TO 1987

Date	Problem	Cost
1985:		
January 23	Shock absorber defective	170.00
January 25	Repair drains, seal	340.00
April 3	Replace shaft seals	157.00
August 2	Leaking at rinse pump	140.00
August 14	Replace gasket	148.00
August 17	Defective impeller	53.00
September 25	Pre-wash tank leaking	293.00
October 1	Defective linkage	69.00
October 3	Starter	49.00
October 3	Rinse lever replaced	164.00
October 21	Seals defective	511.00
October 30	Broken scrapper	n/c
December 9	Gasket defective	147.00
December 30	Impeller worn	671.00
1986:		
February 25	Motor defective	241.00
March 4	Control panel shorting	420.00
July 17	Spout defective	71.00
September 22	Fan shorting	338.00
October 22	Washer arm defective	141.00
October 29	Defective bearings, Shaft, Pulley	1,378.00
November 25	Defective nozzle	104.00
December 8	Defective washer arm	115.00
1987:		
February 13	Gasket replaced	47.00
March 3	Scrapper Screens defective	263.00
May 11	Defective Heater	138.00
May 12	connections	119.00
May 31	Contactor loose	136.00
June 6	Defective cut-off	639.00
July 8	Wash motor	100.00
September 25	Leakage - pump	340.00
		$7,502.00

THE CORPORATION OF THE CITY OF HAMILTON

Appendix "C"

SUPPLY & INSTALLATION OF A DISHWASHER SYSTEM
HAMILTON CONVENTION CENTRE

Sealed proposals addressed to E.A. Simpson, Esq., City Cerk, City Hall, Hamilton, Ontario, will be received up to ELEVEN o'clock A.M., (D.S.T.) FRIDAY, OCTOBER 9, 1987 for the supply, installation and connections for a Dishwasher System in accordance with the following specifications:

Use enclosed self-addressed envelope for returning proposal.

GENERAL

These terms, conditions and the following specifications are intended to govern the supply, installation and connections for a Dishwasher System at the Hamilton Convention Centre, 115 King Street West, Hamilton.

Issued by: John Krochak, Senior Buyer
526-2796

Proposal No. P11-10-87

If you cannot bid on this proposal in its entirety, please submit pricing on the areas you can bid on for our information.

PRICE

The price shall be stated on the attached Form of Proposal and shall include all applicable taxes, and all other charges, including delivery.

TIME OPEN FOR ACCEPTANCE

This proposal is irrevocable and is to continue open to acceptance by the City for a period of sixty (60) calendar days after the date and time set for submission of proposal. The City may at any time within the above sixty (60) calendar day period accept this proposal whether or not any other proposal has previously been accepted.

WITHDRAWAL

The City reserves the right to withdraw, at its discretion, this proposal at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any Bidder as a result of such withdrawal.

ACCEPTANCE

The City reserves the right to reject, at its discretion, any, or any part of, or all proposals and also reserves the right to award a contract to other than the lowest total acquisition cost.

REJECTION OF TENDERS

Proposals presented to the City Clerk, 2nd Floor, City Hall, Hamilton, after the designat closing time on their due date will not be considered regardless of the circumstances wh resulted in their late arrival to the City Clerk, and regardless of the postal cancellat date that may be imprinted on them.

RESTRICTIVE PURCHASES

The City of Hamilton and its agencies will not purchase raw materials, partially finished or finished goods, food and beverages of South African origin.

PROTECTION

The Contractor shall protect from damage, the adjacent areas.

SAFETY

The Occupational Health and Safety Act, R.S.O. 1980, Chapter 321, and Regulations thereunder, both as amended from time to time shall govern the operation of these projects and shall be under the guidance of the City of Hamilton Safety Officer.

STANDARD CONDITION OF PREMISES

The successful bidder shall keep the premises clean, clear of waste, paper, garbage, combustible materials and obstructions, and shall not cause or permit any unusual or objectionable noises and odors to emanate from the premises.

STAFF EMPLOYMENT CONDITIONS

All staff employed by the successful bidder must be of good appearance, clean and identifiable as a member of the staff of the successful bidder, and at all times must maintain a good public relations with employees of the City of Hamilton and/or it's representative.

QUALITY AND VALUE

The successful bidder shall provide a good standard of service and value to the City who shall be the sole judge of the adequacy of such service and value, with power to order such changes as the City, in its discretion, may deem desirable.

PERMITS

Any permit required shall be applied for and paid for by the contractor with the exception of the Building Permit which shall be applied for and paid for by the Owner or Contractor.

VISITING SITES

Bidders shall be responsible for visiting each site on which they bid. No allowance shall be made by the City for failure by the contractor to examine carefully all conditions relating to the work.

WARRANTY

The Contractor shall promptly repair or replace, at no cost to the City, all defects in material and/or workmanship of which the contractor has been properly notified within a period of two (2) years from date of completion of all work.

REQUIREMENTS

SUPPLY & INSTALLATION OF A DISHWASHER SYSTEM

Jobsite Contact: Mr. Steve Dockman, Director of Operations at 523-5883

Dishwasher - Hobart FTM-822 (575/60/30) c/w Regulated Electric Heat
- Booster
- Microcomputer Controls
- Stainless Steel Frame, Legs, Feet & Panels all around machine

Waste System - Hobart EL-5-1224 Econoline c/w Trough Connection & Silver Saver

Stainless Steel Ducts - Connected to Existing Exhaust System to conform to the Building Code

Dishtable - Proposed Design Sketches must be submitted with Proposal.
- Requirements of this table to connect between Waste System & Washer and will provide a scrapping area to remove debris from dishes etc. and drain into the Waste System and will also enable easy transport of our trays and racks into the Dishwasher.
- This system to be designed to carry our 14" x 18" & 16" x 20" Trays & 20" x 20" Dish Racks

Pot Sink - S/S 3 Compartment (Each 30" x 30" x 14"D)
12 Feet Long

SUPPLY & INSTALLATION OF A DISHWASHER SYSTEM

ELECTRICAL & MECHANICAL

Contractor's Responsibility

The work and equipment covered in these specifications shall be complete and operating fully. All labour and materials not herein specifically mentioned but which may be found necessary to supply, deliver, install, stage, complete perfect, test and warrant/ maintain the goods and services covered intended or implied in these specifications to the satisfaction of the Engineer shall be included.

All materials and labour provided shall meet the Canadian Electrical Code, Canadian Plumbing Code and all other Federal, Provincial, or Municipal Codes, Regulations, Act, and By-laws covering said goods and services.

The Contractor shall, at his own expense, immediately correct or replace any or all portions of the goods and services provided if, in the sole opinion of the Engineer, said goods and services pose physical or electrical hazards to building occupants or the general public, are untidy, visually or audibly objectionable, or do not conform to the terms or intent of these specifications or any relavent Federal, Provincial or Municipal Codes, Regulations, Acts or By-laws.

The Contractor shall insure that his bid is reasonable enough to take into account the building or site construction and any encumbrances which may be encountered. Extras to the contract shall only be awarded if, in the sole opinion of the Engineer, the work was not requested, intended, or implied in these specifications. All pricing shall include enough labour and material to provide the particular unit connected and fully operational in accordance with the specifications and to the satisfaction of the Engineer.

Extras may or may not be awarded to the Contractor. The Engineer reserves the right to award extra work to the best advantage of the City. If the quality of the extra work and materials is satisfactory to the Engineer, said extra work and materials shall not effect the warranty for the goods and services specified.

The Contractor shall be responsible for arranging all permits, inspections, utility disconnects, moves, reconnects or initial service. All prices submitted shall include permits, inspections, or utility work as stated above and all applicable Federal, Provincial or other taxes or statutory levies.

Inspection by Ontario Hydro and submission of an Inspection Certificate is required.

Repairs to floors due to new installation of Drains and Pipe will be done by owners.

Testing: When installation is complete, a test through one cycle in the presents of Mr. Dockman must be done. Apon completion and acceptance by Mr. Dockman, Invoice will be paid with a 10% Holdback for 45 Days. At the end of this trial period, no problems arise or deficiencies outstanding, final payment will be made.

REFERENCE NO. P11-10-87 CLOSES: OCT. 9/87

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF PROPOSAL

E.A. Simpson,
City Clerk,
City Hall,
Hamilton, Ontario.

Dear Sir:

We the undersigned, herewith agree to Supply, Install & Connect a Dishwasher System in accordance with specifications issued by the Manager of Purchasing, September 16, 1987 at the following price:

Total Net Price Including All Taxes $_____

Work Can Commence _____

Work To Be Completed _____ Days

NOTE: IF NOT SUBMITTING A PRICE, IN ORDER TO REMAIN ON BIDDERS' LIST FOR THIS PRODUCT OR SERVICE, THIS FORM MUST BE RETURNED BY DUE DATE AND TIME WITH A BRIEF EXPLANATIC WHY YOU ARE UNABLE TO BID.

_____

_____

_____
Name of Company

_____
Street Address of Company, including postal code

_____
Authorized Signature Please Print

_____
Telephone Number

_____ 1987
Date of Proposal

Appendix "D"

BREAKDOWN OF PROPOSAL OF STAINLESS STEEL PRODUCTS FOR HOBART DISHWASHER INSTALLATION AT HAMILTON CONVENTION CENTRE

Breakdown of the cost of the dishwasher unit is as follows:-

Hobart FTM-822 Dishwasher	$ 39,500.00
Hobart EL5-1224 Ecololine Waste System	23,800.00
Stainless steel duct connection to Existing ventilation	2,500.00
Stainless Steel dishtabling	15,300.00
Stainless steel pot sink	4,000.00
Plumbing and mechanical by Barns Plumbing	4,042.50
Electrical by Cipollas Services	2,656.50
Removal of old unit, delivery of new model and set in place, and costs associated with contractors responsibility as outlined in the tender	3,340.89
Two-year warranty package	3,152.00
Provincial Sales Tax	5,708.11
Total (Dishwasher)	$104,000.00

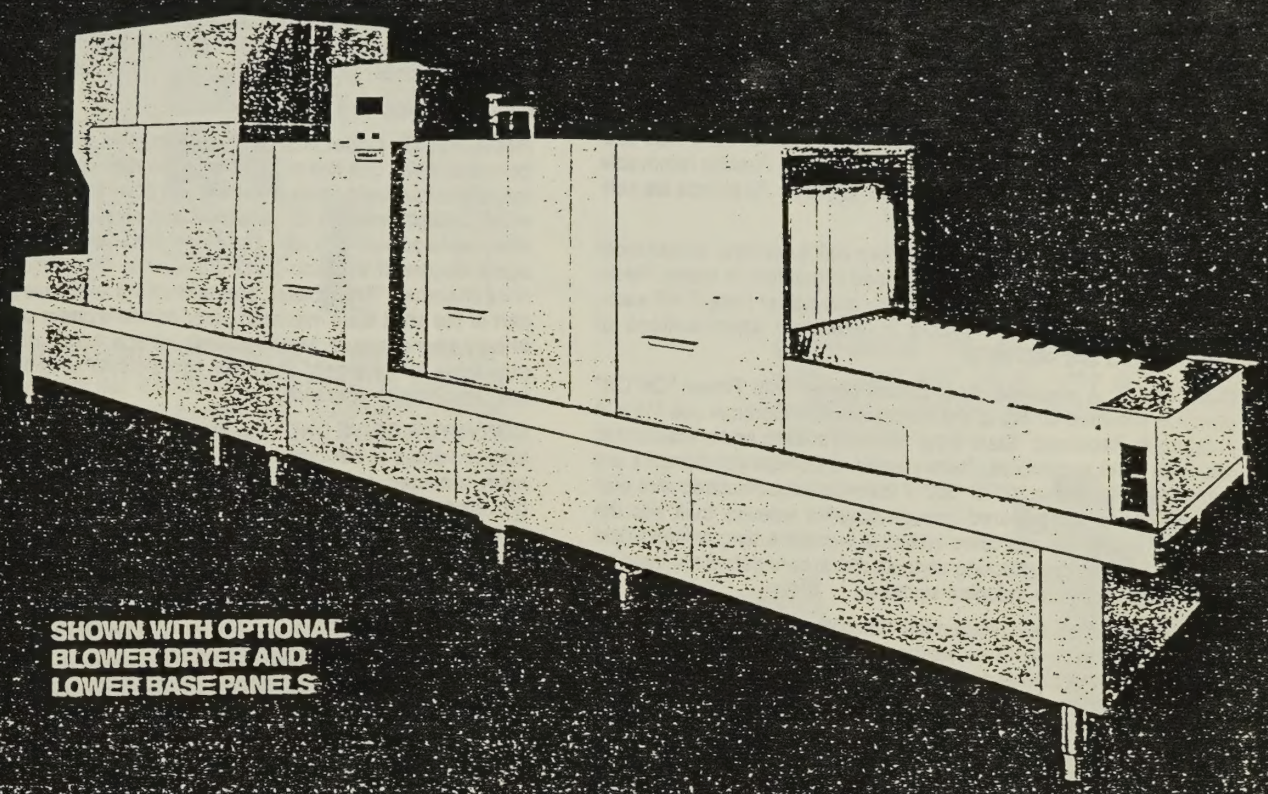
The breakdown on the cost of the blower dryer unit is as follows:-

Hobart blower dryer attachment	$ 15,892.77
Electrical by Cipollas	1,200.00
Two-year warranty package	708.00
Provincial Sales Tax	1,196.23
Total (Blower dryer)	$ 18,997.00

TOTAL COST	$122,997.00

HOBART

FOOD EQUIPMENT



SHOWN WITH OPTIONAL BLOWER DRYER AND LOWER BASE PANELS

FTM-800 SERIES DISHWASHER

SOLID STATE PROGRAMMABLE MICROCOMPUTER CONTROLS

OUTSTANDING STANDARD FEATURES

- NEW Energy and water saving design – reduced tank heat energy usage through automatic dishware sensing and sequencing of machine pumps, final rinse and optional blower dryer.
  21-26% reduction in water and energy use.
  30% tank heat energy reduction.
- Energy-efficient convertible hot water or low/temp/chemical sanitizing.
- All stainless steel construction including frame - legs - feet - wash arms - drain piping.
- NEW solid state programmable microcomputer controls in top-mounted stainless steel control center with automatic-manual control mode selector.
  The microcomputer senses and computes the location of dishware in the dishwasher and turns off dishwasher zones not in use.
- NEW Digital - Alphanumeric - Vacuum fluorescent visual display of dishmachine status, tank temperature and maintenance service information.
- The microcomputer will automatically display basic dishwasher problems (e.g., low water, conveyor jam, motor overload), accumulate and store this information in memory for recall by the service technician – for reduced machine downtime.
- NEW 36" Load/Unload Height.
- NEW Energy and water saving low water consumption: 5.8 GPM - Hot Water (180°F); 3.8 GPM - Low Temp (140°F).
- NEW Door actuated drain closers.
- EXCLUSIVE Load End flush system.
- NEW Built-in integral wiring channel
- Solid state automatic thermistor temperature control and positive low water heater and pump seal protection.
- Common water, drain, electric, steam connections.
- Built-in inherent motor overload protection with manual reset.
- Built-in vents ducts, dampers and drip control.
- Improved washability with new redesigned high pressure prewash, wash, and power rinse systems.
- Compact new modular design.
- 115 Volt pilot circuit.
- Lower prewash arm.
- Built-in integral prewash water replenishment system.
- Choice of electric, steam injector or steam coil tank heat.
- Removable self-flushing stainless steel strainer pans and large deep scrap buckets for each tank.
- Door interlocks on all doors.
- Automatic fill.
- Energy saving Auto-timer controls.
- Prewash temperature sensing and readout.
- NEW - Optional energy saving blower dryer –
  Electric - 20 KW - 64% energy reduction
  Steam 75 lbs./Hr. - 56% energy reduction.

Specifications, Details and Dimensions and Connections Inside

HOBART CANADA INC.
190 Railside Road, Don Mills, Ontario M3A 1B1

Equipment, Systems and Services for Canada's Food Industry

KitchenAid *Appliances for the home*

SPECIFICATIONS

Listed by Underwriters Laboratories Inc. and by National Sanitation Foundation.
Meets Requirements of A.S.S.E. Standard No. 1004.

DESIGN: Fully automatic, flight-type dishwasher machine, consisting of a 5' or 7' loading section with power recirculating prewash, an 8' power wash, power rinse and fresh water final rinse section, and a 5', 7', 9' or 11' drying and unloading section. Recirculated water prewash, power wash, power rinse, and final rinse compartments constructed with splash baffles and flexible plastic strip curtains for effective control and separation of spray systems.

CONSTRUCTION: Tanks and chambers are stainless steel with No. 3 polish on appearance surfaces. Stainless steel frames, legs and feet are standard. Three large inspection doors with welded handles.

PUMPS: Recirculating pumps with Ni-Resist impellers and face seal with stainless steel metal parts and ceramic seat. Readily removable motor-impeller assembly permits quick inspection. All pumps are self-draining.

MOTORS: Hobart-built, grease-packed ball bearings, splashproof design, ventilated with inherent overload protection in motor. Recirculating prewash unit 2 HP, power wash and power rinse 3 HP each, conveyor drive ½ HP. Available in electrical specifications of 200-230/60/3 and 460/60/3.

CONTROLS: A stainless steel control center with Power "On/Off" switch is mounted on top of the center section. Controls use 115 volt pilot circuit. Recessed "Start/Stop" controls at each end of machine in stainless steel enclosures, factory-wired. Electrical components are completely wired with 105°C, 600 V thermoplastic insulated wire with stranded conductors routed through covered wireway built into the front of the machine and listed electrical metallic tubing or liquid-tight flexible metal conduit. Locking-style electrical connectors are used for connections between machine sections.

A Hobart-designed solid state microcomputer control system senses items on the conveyor to be washed and operates the pumps, final rinse and optional blower dryer only while the conveyor is moving and the items are in the spray system zone, final rinse zone and dryer zone, respectively. A display unit on the control center indicates the operating temperatures of the prewash, power wash, power rinse and final rinse sprays, machine status and operator service information. The "Manual/Automatic" switch on the control center provides a test/bypass mode in which the pumps, final rinse, and other selected functions operate only when the conveyor is running.

FLIGHT TYPE CONVEYOR: Stainless steel side links, rollers and tie rods. Injection molded, resilient Duraflex flight links to accommodate flatware and trays in preferred inclined position.

VAPOR CONTROL: Built-in vent ducts with dampers and drip shields located on both ends of machine. Load end duct connection is 2" × 24" inside. Unload end duct connection is 4" × 24" inside.

RECIRCULATING PREWASH SECTION: Removes soil by means of recirculated water sprayed over dishes before they enter the power wash zone. The unit receives its water from two sources. The design provides for receiving all detergent overflow water from the wash tank and all of the rinse tank overflow. Prewash compartment is fitted with stainless steel upper and lower wash arms have specially shaped nozzles with large openings arranged to effectively remove soil from all types of ware. Prewash flushdown is supplied as standard. Large removable one-piece perforated stainless steel screen sloped downward to deep perforated stainless steel basket. Basket and screen are removable from front of machine.

DRAIN AND OVERFLOW: Prewash tank equipped with bell-type overflow and drain valve. Closing the inspection door will automatically close the drain valve.

POWER WASH AND POWER RINSE: Power wash and power rinse are equipped with upper and lower stainless steel wash arms with specially-shaped nozzles having large openings and arranged to effectively direct water jets to all ware surfaces. Wash arms are easily removable without use of tools. Large one-piece removable perforated stainless steel basket. Baskets and screens removable from front of machine.

DRAIN AND OVERFLOW: Overflow system directs water through internal connecting stainless steel tubing to prewash section. Drain valve is controlled from front of machine and is automatically closed by closing inspection door.

TANK HEATING: Power Wash Tank and Power Rinse Tank water temperature are each thermostatically controlled as a function of the solid state control system. The tank heat with positive low water protection is automatically activated when the Power switch is turned "On". If the tank is accidentally drained, the low water protection device automatically turns the tank heat off. Select one of the optional heats listed under Optional Equipment - Tank Heating.

FILL: Automatic tank fill is standard.

FINAL RINSE: Upper rinse arm has two rows of nozzles above and lower arms has one row of nozzles below dishware. Final rinse water line is equipped with vacuum breaker on downstream side of solenoid valve. Design provides for collection and division of final rinse water after use to power wash tank and power rinse tank. Sanitizer and rinse agent dispenser injection ports provided in final rinse piping above rinse chamber. "Rinse Saver" operation of the final rinse is achieved as part of the solid state microcomputer control system and is standard energy saving feature. Machine (line) voltage, fuse protected terminal provisions for detergent and rinse agent dispensers. Specify high or low temperature operation.

CONVEYOR DRIVE UNIT: Powered by a Hobart-built, inherent overload protected ½ HP grease-packed ball bearing motor. Trip mechanism provided on unloading end of conveyor. Jam protection is provided by load sensing switch at drive platform. These devices interrupt operation of the conveyor motor which stops the conveyor, pumps and final rinse flow. Operation is restarted by removing item which has actuated the trip mechanism, or by operator switch if shutdown resulted from any other cause.

STANDARD EQUIPMENT: Prewash flushing. Plastic strip curtains throughout machine. Automatic final rinse saver. Prewash, power wash, power rinse and final rinse temperature and machine status display on the stainless steel control center. Positive low water protection for motor start up and tank heat operation. 115 volt pilot circuit. Inspection door interlocks which prevent pump/conveyor operation when an inspection door on prewash, wash or rinse chamber is open. Automatic fill with low water sensing in three tanks. Auto-timer energy saver. Built-in wireway. Drains are automatically closed when inspection doors are closed. Stainless steel framing members, legs and adjustable feet. Common drain to load end. Common water connection. Common steam connection for tank heat and optional booster on steam heated machines. Common electric connection for motors and controls.

OPTIONAL EQUIPMENT AT EXTRA COST - MECHANICAL: Stainless steel hang-on/drop-in-place front and rear panels. Energy saving blower dryer: electric or steam heated. Common drain to unload end. Modified conveyors for insulated trays.

OPTIONAL EQUIPMENT AT EXTRA COST - TANK HEATING: Regulated stainless steel ¾" steam injectors in power wash and power rinse tanks. Stainless steel steam coils. Regulated electric immersion heaters.

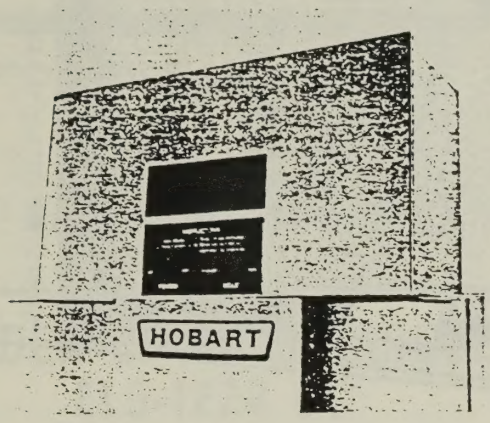
OPTIONAL EQUIPMENT AT EXTRA COST - BOOSTERS: Steam heat exchanger with electric thermostat control, basket-type trap, pressure relief valves for both water and steam, pressure reducing valve and pressure gauge for incoming water.

Booster amply sized to raise 120°F inlet water to 180°F with minimum of 20 PSI flowing steam pressure (or 140°F inlet water to 180°F with minimum of 10 PSI flowing steam). Maximum steam pressure is 50 PSI.

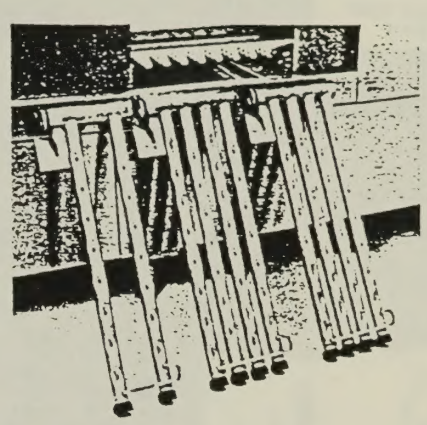
Electric booster adequately sized to raise 140°F inlet water to 180°F. Pressure/temperature relief valve, pressure reducing valve and pressure gauge for incoming water.

OPTIONAL EQUIPMENT AT EXTRA COST - CHEMICAL SANITIZING: Chemical injection pump for low temperature operation.

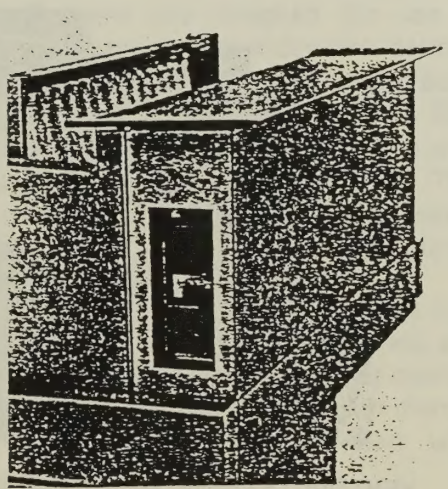
STANDARD DESIGN FEATURES

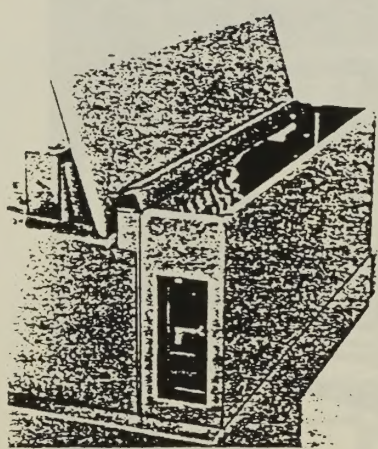


TOP MOUNTED CONTROL PANEL – Microcomputer controls in top-mounted stainless steel control center with automatic/manual control mode selector and master On/Off Power Switch.

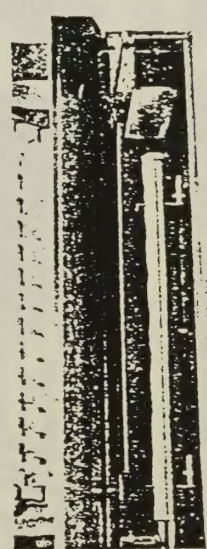


WASH ARMS – New computer-designed prewash, wash and power rinse arms. Arms designed so they can be installed only in correct position.

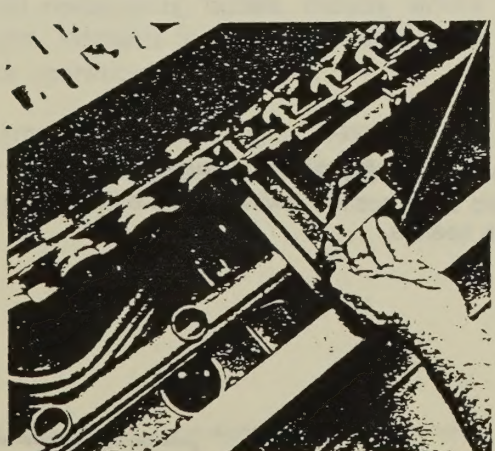




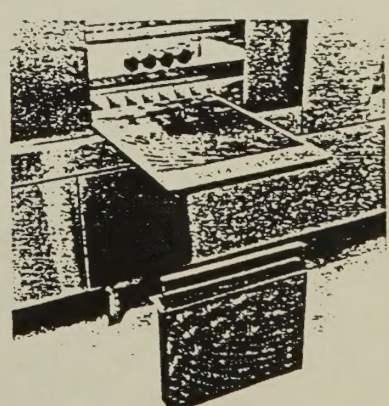
STOP/START PUSH BUTTONS – Recessed, side located waterproof Start/Stop push buttons and flip-up hinged dishware platform on both ends of dishwasher.



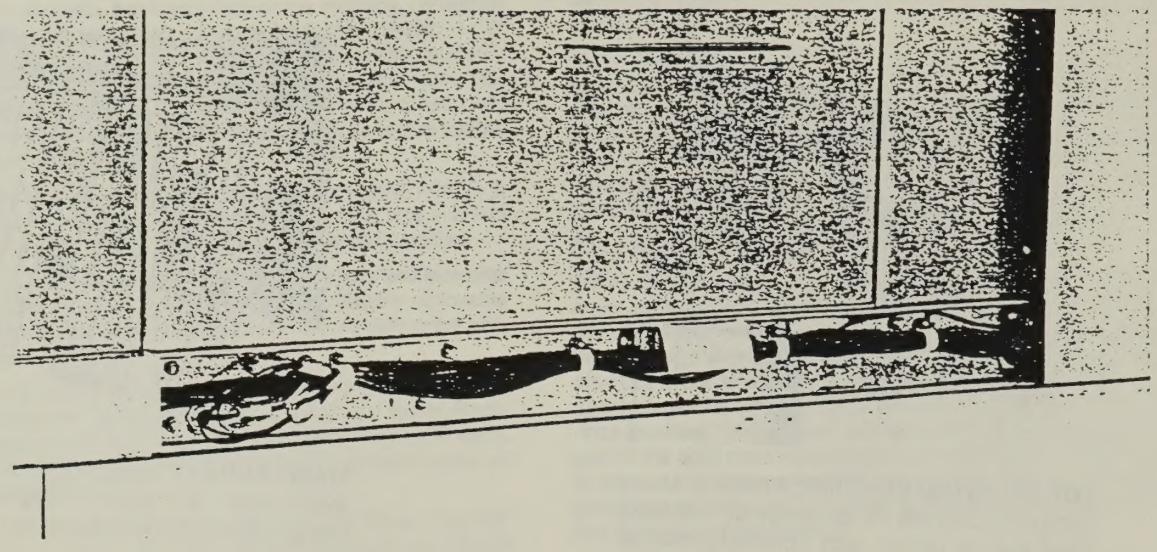
FLUSH DOWN – Exclusive load end flush down system.



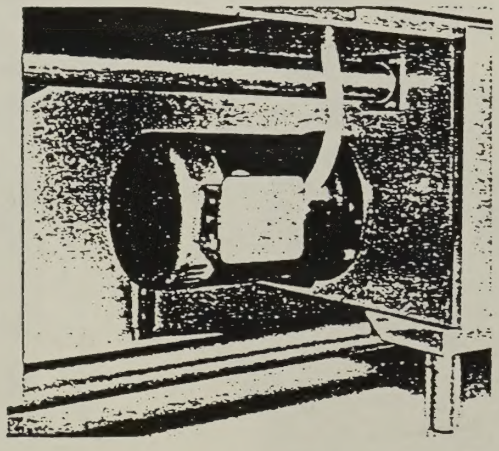
DRAIN CLOSERS – Door operated drain closers . . . front located drains, stainless steel tank overflow tubing to prewash, and final rinse water feed piping.



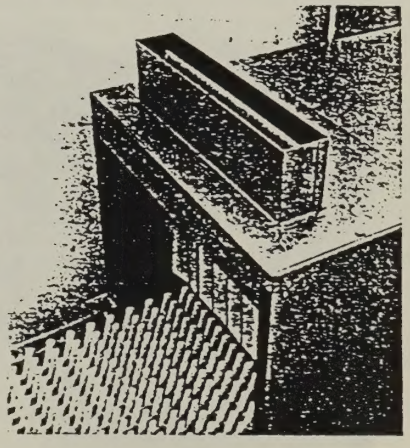
SCRAP PANS – Large one-piece sloped scrap screens and deep removable recessed scrap buckets for prewash, wash and power rinse tanks.



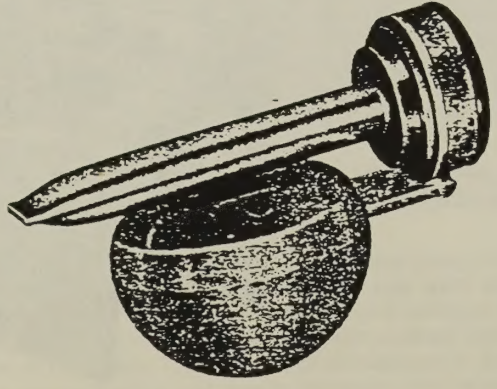
WIRING CHANNEL – Built-in integral wireway on operator's side of dishwasher above tank water level.



PUMP – Self-draining Hobart pump motors with inherent motor protection and manual overload reset push buttons on each motor.



VENT DUCTS – Built-in vent ducts with adjustable dampers and drip shield on each end of dishwasher. 2" × 24" load end and 4" × 24" discharge end (inside dimensions).



POSITIVE LOW WATER PROTECTION – Solid state positive low water protection for tank heaters.

HOBART CORPORATION

HOBART

FOOD EQUIPMENT

Ecolo-Line

WASTE EQUIPMENT SYSTEMS

UNDER COUNTER MODEL EL5-1224 UC with Trough Connection

Hobart's Ecolo-Line Waste Handling Equipment Systems are designed for use in foodservice and other industries desiring wet process pulping. The wet process pulping system can reduce volume up to 85% and is designed to comply with the ever increasing ecological requirements. This process provides sanitary handling of waste, reduces vermin, insect and odor problems.

Hobart Ecolo-Line Waste Equipment Systems include a pulper and a waterpress, and require minimal space. These units operate continuously or intermittently with manual controls or optional manual start with automatic stop.

These under counter models are ideally suited for handling food service wastes in schools, hospitals, fast food service, commercial restaurants, hotels, motels, airline in-flight kitchens or virtually any food service operation.

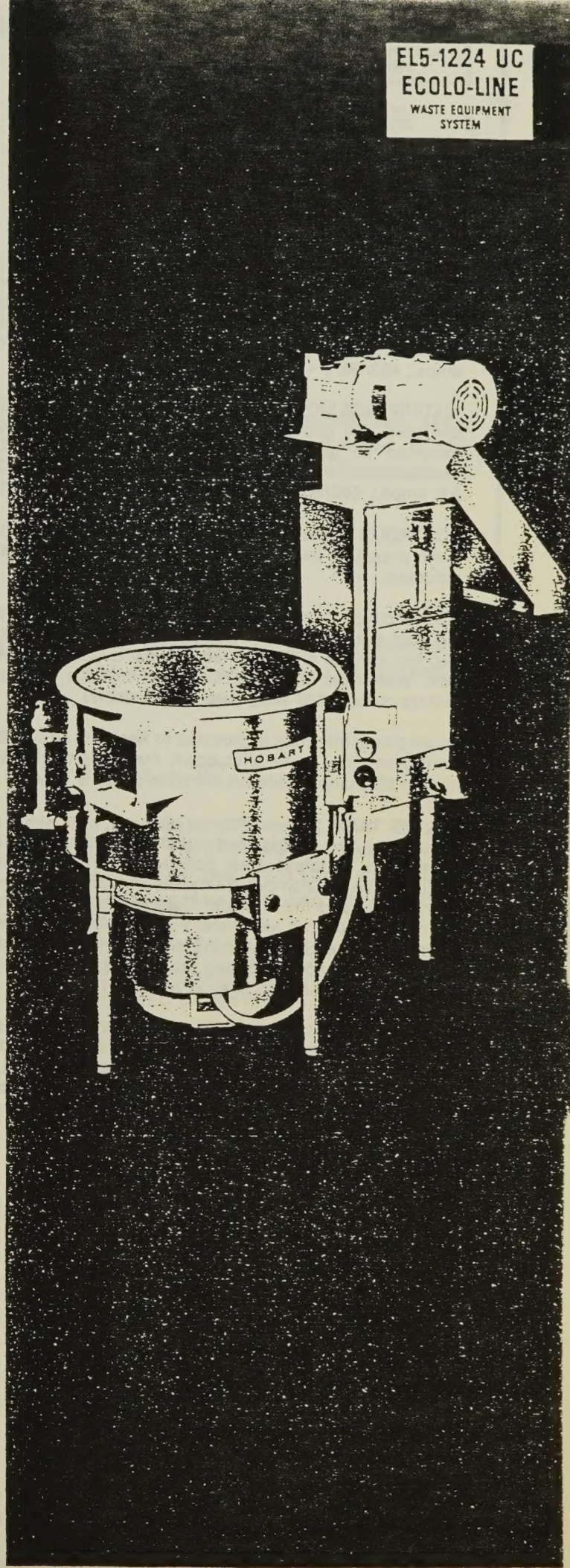
For larger volume pulping of waste materials, Hobart Engineered Waste Equipment Systems are recommended.

Specifications, Details, Dimensions and Connections inside.

THE HOBART MANUFACTURING COMPANY LIMITED
190 Railside Road, Don Mills, Ontario M3A 1B1

Equipment, Systems and Services for Canada's Food Industry

KitchenAid. *Appliances for the Home*



PULPER MOTOR: 5 H.P. (3.73 kw) direct drive. Special design, heavy duty open drip-proof type with 1-1/2" (38mm) diameter stainless steel shaft. NEMA Design B. Flange mounted to underside of tank. Available with electrical characteristics of 208/60/3 - 15.6 amps.; 230/60/3 - 14.0 amps.; 460/60/3 - 7.0 amps; 575/60/3 - 5.5 amps.

WATERPRESS MOTOR: 2 H.P. (1.5 kw) Heavy duty, totally enclosed, fan cooled. NEMA Design B. C-face flange, mounted to gear reducer. Available with electrical characteristics of 208/60/3 - 5.8 amps.; 230/60/3 - 5.6 amps.; 460/60/3 - 2.8 amps.; 575/60/3 - 2.5 amps.

CONTROLS: Pre-wired electrical control panel and water level pressure switch in NEMA 12 enclosures field mounted.

Magnetic type with nominal 115 volt circuit controls having main circuit breaker interlocked with panel door handle; low voltage and three leg thermal overload protection. Watertight START/STOP push buttons for both motors mounted in enclosure on pulper.

An electrical interlock is provided to keep the equipment from operating, or to shut down the equipment if the hinged discharge chute on the waterpress is raised.

PULPER TANK: 24 inch (610mm) diameter, (with either optional single or double feed trough connection,) welded fabrication, stainless steel polished finish. Fabrication includes Slurry Chamber, Slurry Discharge, Return Water Connection and Fresh Water Connection. Tank bottom contains a labyrinth and Water Flushed Mechanical Seal for motor protection. Fresh Water Assembly is pre-piped mounted on pulper tank and includes: solenoid valves, backflow preventer and strainer assembly.

PULPING DISC: 12 inch (305mm) diameter stainless steel mounted to Motor Drive Shaft, includes formed Carbide Teeth (Rockwell A-88 hardness) random mounted. DELTA SHEARING CUTTER, hardened steel to provide horizontal shearing action, mounted on pulping disc.

PARTICLE SIZING RING: Stainless steel, matched to pulping disc. STATIONARY SHEARING CUTTER, hardened steel, attached to sizing ring to provide horizontal shearing action.

DRAIN VALVE: 1 1/2 inch (38mm). NPT Full Port Valve attached to Pulper tank for periodic draining and cleaning.

TRASH BOX: Attached at base of Pulper Tank for external removal of nonpulpable items.

WATERPRESS: Stainless steel de-watering press assembly includes: A housing, 6 inch (152mm) diameter gear-driven helical screw with attached nylon brush mounted within a cylindrical screen, bronze compression cone with stainless steel wiper plates, overflow connection, access door to facilitate cleaning, and a discharge housing with hinged chute factory adjustable 90° in either direction to provide optimum space utilization. HIGH PROFILE models are 18" (457mm) taller for high discharge.

COVER PLATE: Stainless Steel - 14 gauge.

LEGS: Tubular stainless steel with bullet feet to support Pulper and Waterpress. Adjustable to 1 inch (25mm) in either direction.

OPTIONAL ACCESSORIES:
Feed Hood-Single or Double Opening*
Hinged Cover Plate*
**In lieu of Cover Plate*

OPTIONAL ACCESSORIES: (At extra cost)
Chute Extension, for through the wall discharge
Automatic Shutdown Timer
Single Feed Trough Connection
Double Feed Trough Connection
Feed Trough Pump (Recirculated Water)

CAPACITY: Foodservice - 700 lbs (318 kg) per hour.

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.

Steve

Bill Stanford
FOR YOUR INFO
Jan 27/88

HOBART FT-800M	BLAKESLEE XF3L
Sections of machine (prewash, power wash and power rinse) specifically designed for the job it performs, hence different tank sizes.	Use standard rack conveyor model section
Pump draws water from side of tank above tank bottom, hence no cavitation and is self draining.	Pump located at bottom of tank.
Easy removable (one hand) spray assemblies have large unrestricted nozzles and with the smooth curved design of the spray assemblies and manifolds, they are able to deliver the water at a greater velocity than achieved by other types of design. Velocity - not volume of water is what strips plates of soil.	Square designed stamped out spray assemb and manifolds with plastic nozzles with turns impeding flow of water.
Conveyor designed with slight slope to achieve better water coverage and to assist shedding water from wells in cup bottoms. Conveyor rotates above strainer pans.	- Flat conveyor rotates below strainer pan and could carry foreign object (spoons into tank and jam pumps.
Conveyor loading height, 35½" with leg adjustment.	Height - 34".
Pegs 3½" high for greater support to trays.	Pegs 2" high, poor support. End piece o adjoining peg sections come together creating obstruction to water pattern.
Greater flexibility in conveyor design to adapt to various types of hospital insulated tray systems.	Because of under slung design, cannot accept insulated systems in like manner as Hobart conveyor.
Conveyor stainless steel side links far superior in quality and strength.	Compare
All strainer pans are located below level of inspection doors to prevent water spill at that level as happens in competitive make which are flat and tend to clog up forcing water out the door. Hobart pans are sloped to deep inside scrap baskets depositing soil out of circulation of water. Thus, breakdown of detergent concentration is slower, changing of tank water is required less frequently, resulting in detergent savings. All strainer pans are snug fit to prevent seepage of soil into tanks.	Flat strainer pans located above inspect door level.

HOBART FT-800M	BLAKESLEE XF3L
Vent connections - Load end 2" X 24" Unload end 4" X 24"	Both 4" X 16"
Hobart Motors - Prewash 2 H.P. Power Wash 3 H.P. Power Rinse 3 H.P. Conveyor 1/2 H.P.	Prewash 2 H.P. Power Wash 2 H.P. Power Rinse 2 H.P. Conveyor 1/2 H.P.
Rinse consumption (20 PSI) is 348 gallons per hour including make up water for wash tank. Water saving means energy saving.	540 Gallons per hour including wash tank make up water.
Conveyor speed - 10 FPM	Conveyor speed - 8.5 FPM
Load section of machine fully supported on legs.	Extension piece with no support.
Steam booster pounds per hour 215, Electric booster - 39 K.W..	290 pounds per hour, 58 K.W.
Standard Equipment	
Solid state microcomputer controls reduce tank heat energy through automatic dish-washer sensing and sequencing of machine pumps, final rinse and dryer (operating pumps and dryer only when wares in conveyor section.)	Not available.
All stainless steel construction, frame, legs, feet, wash arms, drain piping.	Optional
Computer controlled digital temperature read out, maintenance service info.	Not available.
Door actuated drain closers.	Manual controls.
Exclusive load end flush system.	No.
Common water, steam and drain connections.	Optional.
Eye level top mounted control panel with disconnect switch and ceiling rough in connection points for electric tank heat, electric motors and detergent and rinse feeder.	No.

HOBART FT-800M	BLAKESLEE XF3L
Door interlocks on all doors.	No
Flip up hinged dishware platform both ends of machine.	No
Automatic fill.	Optional
Energy saving auto timer.	No
Blower dryer, 20 K.W. electric or 75 pounds per hour steam.	Room air or small electric coil, no steam heater available.
Stainless steel panels optional (not necessary due to design of machine) (eg. wiring channel).	Front panels only standard.
Recessed stop/start controls at each end of machine.	No
Convertible operation - High or low temp standard.	Optional

FT-800 SERIES

Same as above but no -

Auto fill
Energy saver
Micro processor

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

M E M O R A N D U M

TO: Mrs. Joan Mills, Secretary, Audit and Finance Committee

FROM: Betty Goddard, Secretary, Convention Centre Committee

DATE: February 1, 1988

SUBJECT: New Dishwasher for Convention Centre

At its meeting held Friday, January 29, 1988, the Convention Centre Committee approved a recommendation of the Director, for the purchase and installation of a new dishwasher in the stewarding department.

The dishwasher is to be purchased from and installed by Stainless Steel Products Ltd. and the recommendation and supporting material are on the Agenda of the Audit and Finance Committee for its next meeting.

In approving the recommendation, the members of the Convention Centre Committee directed that the Audit and Finance Committee be requested to consider the question of the warranty, for which there is a charge. It was pointed out at the meeting that the normal warranty would be for one year, with all materials and labour included at no charge, but the City Purchasing Department, in tendering the equipment, requested a two-year warranty, and for this the company had to include the charge.

Convention Centre Management will be going into the question of a maintenance agreement to take effect on completion of the warranty term, whether this is to be for one or two years.

B. Goddard

B. Goddard
Administrative Assistant/Secretary
Hamilton Convention Centre

bg
c.c. Mr. Wm. J. Penfold, Director, HCC
Mr. S. H. Dockman, Operations Manager, HCC

APPENDIX "B"

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE DIRECTOR FOR DECEMBER, 1987

January 25, 1988

INTRODUCTION

December capped a very successful 1987, and the month was 7% over budget for a revenue of $251,000 which was 4% under 1986. Annually, total revenue was $2,872 million for a budget of $2.35 million. These figures were 22% over budget and 17% over 1986.

SALES

For December, sales were 7% over budget and down by 18% from 1986. Annually, Future Sales were 38% over budget and 20% over 1986.

OPERATIONS

The new show for this Christmas was the "Christmas Fantasy", a fund-raiser staged by the Hamilton Civic Hospitals Foundation. The theme of the Show was decorated Christmas Trees, the decorations and trees for which were sponsored. The finished trees were then sold to the highest bidder, and as an adjunct, funds were raised by door sales for the public to view the decorated trees. In the Exhibition Hall, with the lights dimmed and the tree lights on, it was truly a "Christmas Fantasy" and turned out to be a very successful event.

The fund-raisers were delighted with the Show, having had some 16,000 people pass through the turnstiles, and the Hospitals Foundation is eagerly looking forward to a bigger and better Show in 1988.

The rest of the month was made up of Christmas parties, with many repeat and new customers using the Centre.

Attached is a letter from Georgia Prassis, the President of Ontario Marketing Productions Ltd. and the entrepreneur who, together with the Hamilton Home Builders Association, puts on both the Home Show in the Spring and the Home Improvement Show in the Fall. The letter is self-explanatory and recommends that the Convention Centre should expand its exhibit space. Ms. Prassis has included a Press Release from the Ottawa Congress Centre which is adding an additional 250,000 square feet and 1,500 parking spaces to the Centre.

..... 2

There is no doubt that with an extra exhibition floor, Ontario Marketing could sell more exhibit space in Hamilton. However, to increase convention delegate space would require additional hotel rooms, especially in the down town area, and there is no doubt that the addition of one or two new hotels would further develop the down town area, and increase delegate spending in Hamilton.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

Ontario
Marketing
Productions
Limited

JAN 11 1988

January 5, 1988

Mr. William Penfold
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Bill:

I thought the attached report from the Ottawa Congress Centre might interest you and your Board of Directors.

There is certainly no question in my mind that an additional floor of exhibit space in the Hamilton Convention Centre would be put to good use, not only by our home shows but by many other events as well.

Please give this suggestion your thoughtful consideration.

Best wishes for a Happy New Year!

Yours truly,
ONTARIO MARKETING PRODUCTIONS LIMITED

Georgia Prassas
President

Encl.

GP:hp

109 Scollard Street, Toronto, Ontario M5R 1G4 (416) 961-2999

OTTAWA CONGRESS CENTRE

The Board of Directors of the Ottawa Congress Centre has invited proposals from consultants for a feasibility study on an expansion of meeting and exhibition facilities at the Centre. Deadline for submissions is November 20, 1987, with evaluation and selection to be completed by late December.

George McCabe, General Manager of the Centre says that the expansion is to be completed by 1991 and will include 250,000 square feet of exhibit space and an additional 1500 parking spaces.

The proposed site is located immediately adjacent to the existing Centre and will be built directly over Eatons store in the Rideau Centre. A second phase will extend north over Daly Street, ending at the present Ogilvy Building.

APPENDIX "C"

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

TO: Copps Coliseum Committee
Hamilton Place Committee
Hamilton Convention Centre Committee

DATE: January 21, 1988

Report of the Director of Finance and Administration

Due to my scheduled attendance at the 9th Annual Box Office Management International Conference and Exhibition on January 26 - 29, I will be unable to attend the Committee meetings planned during that period of time.

Status of 1987 Year-End Financial Reports

The financial report and all related event statistical reports for the month of December will not be available until the Committees' regularly scheduled set of meetings in February. This is in order to allow sufficient staff time to properly close off our 1987 annual accounts and have Pannell Kerr MacGillivray complete their audit.

However, I wish to point out that projected 1987 annual numbers were previously provided to the Committees during the 1988 operating budget process and also in the presentation of the draft 1987 annual report to the Board on January 15, 1988. At this time, I believe those projections or estimates by department are still reasonable.

Status of 1988 Monthly Financial Reports

In respect of the January, 1988 monthly financial report, I anticipate combining it with the February, 1988 monthly financial report, as was done in prior years, since the preliminary January, 1988 accounting reports will not be run by the data processing department until the 1987 annual accounts are closed off for HECFI and the City of Hamilton. Based on prior years, it has meant that my department receives the computer reports for January in late February, while the computer reports for February become available in the first week of March. Since the February computer reports are received so shortly after the January reports are available off the system, my decision has always been to concentrate staff efforts in producing the year-to-date February report which already includes the January results. As a result, I anticipate having the year-to-date February, 1988 financial report and the event statistical reports for January and February available for the Committees in March.

Status of 1988 - 1992 Capital Budgets

It is anticipated that the City's Executive Committee will review HECFI's and CUP's capital budgets on February 4, 1988. The City's objective is to hopefully finalize its Capital Budget Process by either late February or early March, 1988.

John A. Leuser, C.A.
Director of Finance
and Administration

7.2.1 Hamilton Convention Centre Committee Minutes of January 8, 1988

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, January 08, 1988
8:00 hours
Albion "A" HCC

PRESENT: Mr. Terry E. Yates, Chairman
Alderman Reg Wheeler, Vice-Chairman
Mr. Norman Levitt
Alderman Brian Hinkley

ALSO PRESENT: Mr. Brian K. Conacher
Managing Director/CEO, HECFI
Mr. William J. Penfold
Director, Hamilton Convention Centre
Mr. John A. Leuser
Director, Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. David O. Braley
Mr. Duncan M. Beattie - vacation

Chairman's Remarks

1. Chairman's Remarks

The Chairman called the meeting to order at 08:00 hours and wished those present a happy New Year.

Minutes of Previous Meeting

2. Minutes of previous meeting

It was MOVED by Alderman Hinkley, seconded by Alderman Wheeler -

THAT THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 27, 1987 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Director's Report - Nov. 1987

3. Director's Report - November 1987

Yet again, the Director reported a "best month ever" - and that for the first time, revenues had broken the $400,000 mark with $415,000 earned during the month; this was 67% over the monthly budget and 34% over 1986. For the first time ever, the Centre had made a profit of close to $90,000 for the month.

..... 2

Sales in November also exceeded all expectations with $434,000 being sold - 36% over 1986 and 86% over budget. Four more conventions were acquired bring the total for 1988-1993 to 38, which would provide a direct benefit to the community of $16 million, the ripple effect being $48 million throughout the Region.

Conventions were the highlights of the month - Ontario Motor Coach Convention (700), Computer Conference and Trade Show (500), Canadian Centre for Occupational Health and Safety (200) and the Christian Heritage Party Convention (550) were all at the Centre.

A new Head Cashier, Deanna Saville, has been appointed to replace Margaret Low; Ms. Saville comes with extensive experience, mainly with Tim Hortons, where she was involved in cash register training and accounting at the various franchises. She began her duties on December 29, 1987.

An employee who has been at the Centre from being a member of the waitstaff, has now been selected to replace Patsy Morgan as the Local Sales Executive. Karen Dowhan was secretary to the Sales Manager for two years, during which time she has acquired the necessary skills for her new position, and the Director reported that it was good to see someone promoted in this way.

The end-of-the-year projects progressed as usual - the Wentworth Exhibition Hall floor has been re-coated; all carpets have been steam-cleaned, as well as the casual furniture, office chairs and banquet chairs; all planters have been re-built, with silk and live plants, including the walkway to the Sheraton and catwalk above the main entrance; and the facility has received its usual re-painting.

Following discussion, it was MOVED by Mr. Levitt, seconded by Alderman Hinkley -

THAT THE DIRECTOR'S REPORT FOR NOVEMBER 1987 BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS.

MOTION CARRIED

Secretary

Correspondence, Cards and Client Evaluations

5. Correspondence and Comment Cards

6. Client Evaluations

Following discussion on the correspondence and comment cards, it was noted that problems still exist with heating. The Director, HCC, pointed out that in November one does

..... 3

not expect temperatures of 75 degrees F. outside. The main problem at the moment was with the foyer area, which is extremely difficult to maintain at a comfortable temperature.

Alderman Wheeler mentioned that complaints should be attached to the appropriate client evaluation so that they can be seen together. The director reaffirmed that staff were given firm instructions regarding the look of rooms when set up, but that ninety events during the month had taxed the part-time complement of staff, even though the full-time staff were very watchful. The Chairman agreed that if the large number of events was a factor, the numbers of staff had to be looked at by the Committee. The Director reminded the Committee that efficient part-time staff is very difficult to get and keep when unemployment is at such a low figure; the same problem occurs in the stores. Referring to the complaint from ShawWare, he informed the members that although communication was worked on all the time, it was not always possible to achieve the goal of excellence in service. The Chairman pointed out that a surplus in the budget should make the extra dollar spent possible, and that this was important; the Director stated that all these matters had been drawn to the attention of the Banquet Department staff, and that he had written a letter to ShawWare in reply to their complaints.

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt-

THAT THE CORRESPONDENCE, COMMENT CARDS AND CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Secretary

Unaudited Operating Results to Nov.30/87

7. Unaudited Operating Results for the Eleven-month period to November 30, 1987

The Director, Finance/Administration, presented his report as follows:-

"The Convention Centre realized for the month of November and the eleven-month period ended November 30, 1987, budgetary surpluses (deficits) of approximately $87,718 and $296,959 respectively.

"The budgetary surpluses arose primarily due to revenue for the month and eleven-month period exceeding budget by $165,595, or 66.9% and $506,480, or 23.9% respectively.

..... 4

"The month of November 1987 was the best revenue month ever for the Hamilton Convention Centre with revenue of $415,464 being realized. The previous record revenue month was October 1987 with revenue of $365,873."

Following a brief discussion, it was MOVED by Alderman Wheeler, seconded by Mr. Levitt -

THAT THE UNAUDITED OPERATING RESULTS FOR THE ELEVEN-MONTH PERIOD TO NOVEMBER 30, 1987 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS.

MOTION CARRIED

Secretary

Dishwasher

8. New Dishwasher for Convention Centre

In presenting his recommendation for the purchase and installation of new dishwashing equipment for the Centre, the Director pointed out that the one presently being used has been in the Centre since the opening, and has got to the stage where breakdowns were becoming more frequent. Some conventions require breakfast, lunch and dinner and it can be difficult to keep up with the dishwashing for 800 to 1,000 people. Many times, the Stewarding Department has to work during the night, and it was essential to get the matter under way, so that the equipment can be ordered.

Alderman Wheeler questioned the quotations, and was informed by the Director that Stainless Steel Products was the only company that had quoted, as requested, for the supply and installation, whereas the other firms had either not been able to bid at all, or had only bid for the supply and delivery with no offer to install the equipment. It would be to the Centre's advantage to have the same company supply and install the dishwasher as this would obviate any difficulty with the warranty.

Mr. Levitt asked if the other companies had refused to install the equipment, and the Director confirmed that this was so, and that they would not even provide blue prints for the installers to follow. He also pointed out that this was the No.1 Capital Project for 1988. In order to clarify the matter more for the members, the Director undertook to ask Stainless Steel Products what the cost of the equipment was and the cost of installation. It was pointed out that the equipment may be more or less expensive to buy, that the installation cost was more than it should be, and that it would be better to buy from one firm and have another do the installation. The Director stated again that he felt it better to have one firm supply and install the machine. The

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Chairman asked for information on other machines that would be as satisfactory, and was interested to know the capacity of the equipment. He also asked about the blow-dryer that was included in the quotation. The Director undertook to get the information requested by the members, and it was decided by the members that the matter should be raised at the next meeting when more information would be available. Director HCC Secretary

Mr. Levitt asked what would happen to the old equipment once the new dishwasher is installed and was informed that it would be removed, as there was not enough space for it to stay. It would be put at the disposal of the City Purchasing Department. Mr. Levitt stated the old dishwasher should have some commercial value for the supplier of the new one.

Motion to move In Camera

9. Motion to Move In Camera

It was MOVED by Alderman Wheeler, seconded by Alderman Hinkley -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

In Camera motions

10. Motions carried during In Camera Session

10.1 Sales Reports

THAT THE REPORTS OF THE SALES DEPARTMENT FOR THE MONTH OF NOVEMBER, 1987 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

Date of next meeting

11. Date of next meeting

It was agreed that the next meeting would be held at 8:00 o'clock a.m. on Friday, January 29, 1988. Secretary

Motion for Adjournment

12. Motion for Adjournment

Prior to the motion, the Chairman spoke of the year 1987 having been a phenomenal one for the Convention Centre - he did not think we had yet reached the limit of the Centre's capabilities and was sure its performance of 1987 could be

..... 6

duplicated in 1988. He asked the Director to pass on his thanks to all the staff for their efforts during the year. Director

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt

THAT THE MEETING BE ADJOURNED AT 09:15 HOURS

MOTION CARRIED

Taken as read and approved,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

7.3 Hamilton Place Committee First Report

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

REPORT OF THE HAMILTON PLACE COMMITTEE

TO THE BOARD OF DIRECTORS OF THE
HAMILTON ENTERTAINMENT AND CONVENTION SERVICES INC.

The Hamilton Place Committee presents its FIRST REPORT from the meeting held Thursday, January 28, 1988 and presents the following information:

INFORMATION:

1) Report from the Director of Hamilton Place

1.1 Facility Marketing

- Following discussion led by Alderman Hinkley, it is understood that Facility Marketing: Advertising, Publicity and Promotion of Hamilton Place attractions, events and programs will be the subject of written reports from the Director for all Committee meetings.

- Reports will include, but not be limited to 1) selling/promotion initiatives planned, in process or completed, 2) improvements and/or innovations to usual communication with the public/patrons, 3) projects/programs supported, assisted or funded by the new Marketing Services Department which is funded corporately (Hamilton Place advertising & promotion will continue to be charged to each attraction/event) - including 4) Market Surveys/Research.

- A separate report concerning activities of the Marketing Services Department will be carried as a separate agenda item/report.

1.2 McMaster Survey of Advance Order Calendar patrons

- Mr. Burrows reported verbally on initial discussions with McMaster students that should result in an agreement to undertake a Market Research Project.

2) New Faces Cabaret '88

A Status Report on Programming, Venues, Projected Revenue and a Proposed Expense Budget for 1988, distributed with the agenda material (ATTACHED) was received and, after discussion, the following motion approved:

THAT THE COMMITTEE APPROVES IN PRINCIPAL THE PROPOSED NEW FACES CABARET '88 PROGRAM AS A SELF FINANCED ACTIVITY, GIVEN THE APPROVAL OF MINIMAL FEDERAL AND PROVINCIAL GRANTS AND AUTHORIZE THE DIRECTOR TO PROCEED WITH IMPLEMENTATION OF THE COMMUNITY EDUCATIONAL PROJECT AND THAT THE DIRECTOR SUBMIT A ONE PAGE BUDGET SUMMARY, WITH DETAILS OF ANTICIPATED REVENUE AND BUDGETED EXPENSES FOR PRESENTATION TO THE MARCH MEETING OF THE AUDIT/FINANCE COMMITTEE.

3) Assistant Director, Hamilton Place - Report

- Mr. Ellison's Roof Replacement and School Programming Status Reports were received for information.

- Burton Kramer Associates Limited, as previously scheduled, were ready to make a presentation as the last item on the agenda.

4) Director of Finance and Administration - Report

- In the Director's absence on HECFI business, his written report was received. (ATTACHED)

- Following discussion, the general consensus of the Committee was that the minutes of this meeting will record that:

  The Hamilton Place Committee expects and requires representation from Corporate Finance and Administration at its meetings.

5) Theatre Marquee - Presentation by consultant

- Following a presentation of the artists/architects visual concept by Mr. Burton Kramer and Mr. Peter Hamilton, the Hamilton Place Theatre Marquee project was discussed in detail.

- Mr. Cino thanked Mr. Kramer for an excellent presentation and Alderman Hinkley suggested that it be recorded as favourably received and it was moved and seconded

  THAT A PRESENTATION TO THE HECFI Board be scheduled for the meeting of February 12, 1988

Respectfully Submitted,

Jean Faris

Jean Faris, Secretary

ATTACHMENT 4.2

NEW FACES CABARET '88

STATUS REPORT

PROPOSED BUDGET 1988

BUDGET AND ACTUAL - 1987

January 28, 1988

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Thomas B. Burrows, Director DATE: January 26, 1988

FOR: Action XX FOR INFORMATION XX

TO: Hamilton Place Committee and Audit/Finance XX

SUBJECT: NEW FACES CABARET '88
Programming, Venues, Budget: Expense & Revenue

INFORMATION:

The attached reports

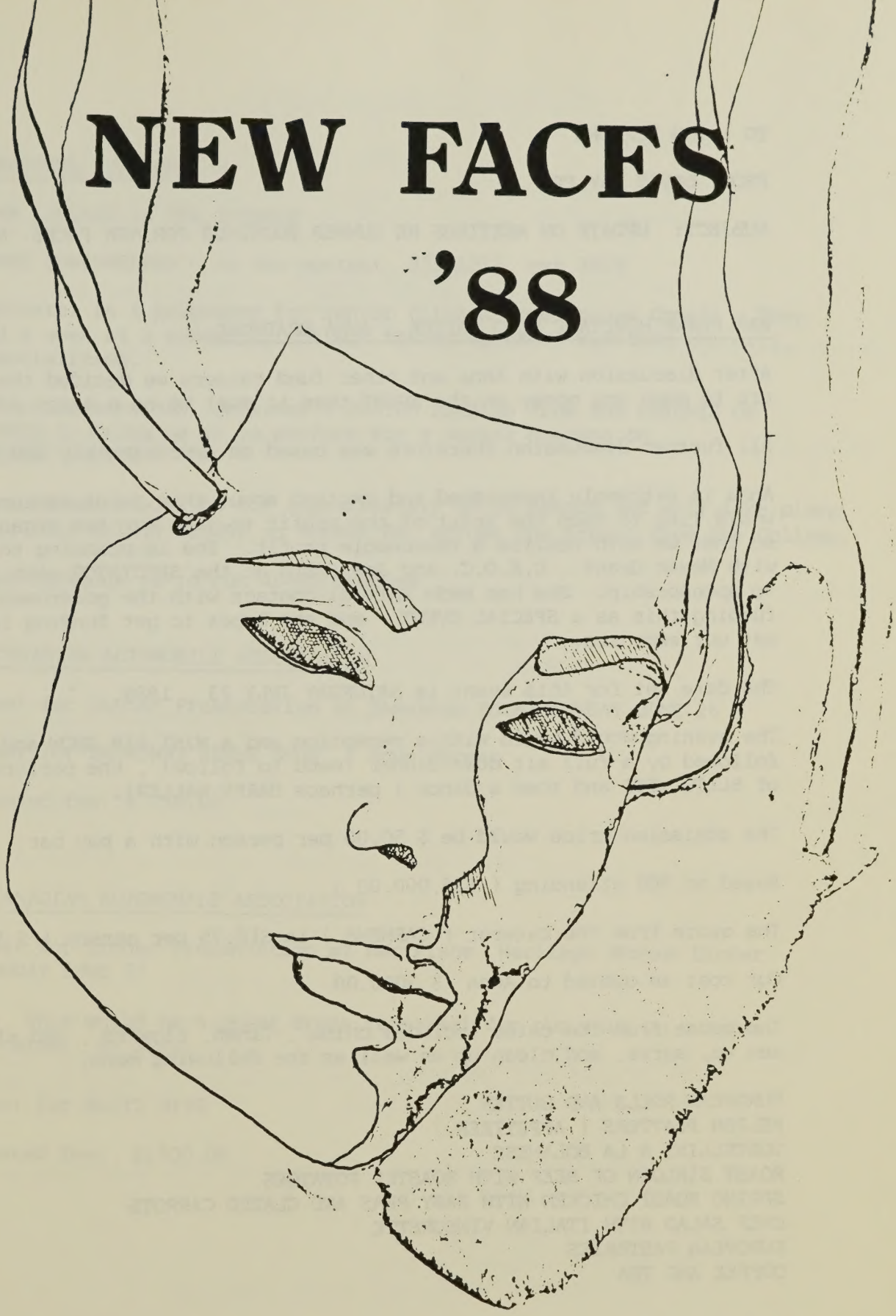
1) Confirm the favourable 1987 experience and establish proposed guidelines for a continuation of the program for Summer 1988 and

2) Present a 1988 program which suggests programming, venues and projected sources of funds for the summer season.

RECOMMENDATION

That the Committee approve in principal the program as presented, which is planned as a self-financed activity, given the approval of minimal Federal and Provincial Grants and authorize the Director to proceed with implementation of this Community/ Educational project.

NEW FACES '88



STATUS REPORT

PROPOSED BUDGET 1988

BUDGET AND ACTUAL - 1987

TO : TOM BURROWS

FROM: DAVID DAYLER

SUBJECT: UPDATE ON MEETINGS RE SUMMER BOOKINGS FOR NEW FACES '88

WAR PLANE HERITAGE FUND RAISER - ANNA BRADFORD

After discussion with Anna and other fund raisers we decided that if we are to make any money on the EVENT then it must be on a large scale.

All further discussion therefore was based on approximately 500 people.

Anna is extremely interested and excited about this joint venture. She would like to keep the split of the profit to just our two organizations so that we both realize a reasonable profit. She is planning to speak with Nevan Grant , C.K.O.C. and Joe Smith at the SPECTATOR with regard to sponsorship. She has made initial contact with the government re-funding this as a SPECIAL EVENT and she hopes to get funding to off-set our expenses.

The date set for this event is SATURDAY JULY 23 , 1988.

The evening would begin with a reception and a MINI AIR SHOW and would be followed by a full sit down dinner (menu to follow) , the performance of BLITZ HITS and then a dance (perhaps HARRY WALLER).

The admission price would be $ 50.00 per person with a pay bar.

Based on 500 attending ($25,000.00)

The quote from the caterer (CARMENS) is $18.75 per person ($ 9375.00)

Our cost as quoted to Anna $ 3000.00

The quote from the cater includes china , linen, flowers , and staff to set up, serve, and clean up as well as the following menu.

EUROPEAN ROLLS AND BUTTER
RELISH PLATTERS (APPETIZER)
TORTELLINI A LA BOLANESE
ROAST SIRLOIN OF BEEF WITH ROASTED POTATOES
SPRING ROAST CHICKEN WITH BABY PEAS AND GLAZED CARROTS
CHEF SALAD WITH ITALIAN VINEGRETTE
EUROPEAN PASTERIES
COFFEE AND TEA

ELDERHOSTEL CANADA

MOHAWK COLLEGE is THE SPONSOR

SUZANNE BOWINKELMAN - is the contact 575-1212 ext 3009

Elderhostel is a programme for senior citizen from across Canada . They spend a week at a community college taking courses, visiting the city, and socializing.

Ms. Bowinkelmann has obtained $ 200.00 funding from THE KNIGHTS OF COLUMBUS to bring us in to perform for a social evening on WEDNESDAY JULY 27

The performance will be for approximately 50-60 people and will take place at the HOLY SPIRIT CENTRE on Mohawk Rd. across the street from the College.

The performance is to run 40-45 minutes.

THE CANADIAN AUTOMOBILE ASSOCIATION

Request for Dinner Presentation at Sheraton Hotel SUNDAY JUNE 26

Request for BROADWAY REVUE SHOW 1 Hour Format

Suggested fee: $ 750.00

THE CANADIAN AUTOMOBILE ASSOCIATION

Request for Dinner Presentation at War Plane Heritage Museum Dinner on MONDAY JUNE 27

NOTE: This would be a great dress rehearsal for our work on our own fund raiser in July.

Request for BLITZ HITS

Suggested fee: $1500.00

THE PLAYER'S GUILD OF HAMILTON

SUMMER

(This proposal is contingent on whether we tour ANYTHING GOES to BRANTFORD and/or KITCHENER)

Two week run of SHOWSTOPPERS - Broadway's Best Hits

JULY 7,8,9,14,15,16.

Three week run of TOUJOUR L'AMOUR - With love to PIAF and BREL

AUGUST 4, 5, 6 ,11, 12 , 13, 18, 19 , 20

-capacity 100 seats per night - total 1500 seats

- 100 % capacity at $ 10.00 per seat = $ 15,000.00

- Hamilton Place will supply the show in its complete state, will pay all salaries and costs directly related to the show.

- The Player's Guild will pay for all advertising and any in house costs related to the production.

- the door receipts will split 50/50 between the two organizations

- at 80 % each group would earn $ 6,000.00

- at 70 % " " " " $ 5,250.00

- at 60 % " " " " $ 4,500.00

- at 50 % " " " " $ 3,750.00

NOTE: IF ANYTHING GOES DOES TOUR, THEN THIS PROPOSAL WOULD BE REDUCED TO INCLUDE ONLY THE PRODUCTION OF TOUJOUR L'AMOUR AND THE COSTS WOULD BE ADJUSTED ACCORDINGLY.

PARTIES WHO HAVE EXPRESSED INTEREST BUT WITH WHOM THERE HAVE BEEN NO FORMAL DISCUSSIONS AS YET.

A) GLENDALE GOLD CLUB
B) CHEDOKE MCMASTER HOSPITAL
C) THE CONNAUGHT HOTEL -for senior citizens

AS THE SUMMER BOOKINGS ARE FINALIZED FOR HAMILTON PLACE THESE EVENTS WILL BE SCHEDULED INTO THE PROGRAMME.

REQUESTS FOR FUNDING FOR SUMMER 1988

1. STUDENT EMPLOYMENT CANADA

12 PERFORMERS
2 MUSICIANS
1 STAGE MANAGER

STUDENTS REQUESTED FOR AN EIGHT WEEK PERIOD - REQUEST APPROX. $ 24,000.00

2. SENIOR CITIZENS - GERITOL FOLLIES - $ 10,000.00

3. WINTARIO - I would like to submit a proposal for a portable stage unit that travels easily. I am sure that we would qualify under one of the programmes offered by the Ministry and I would like to follow this up. $ 10,000.00

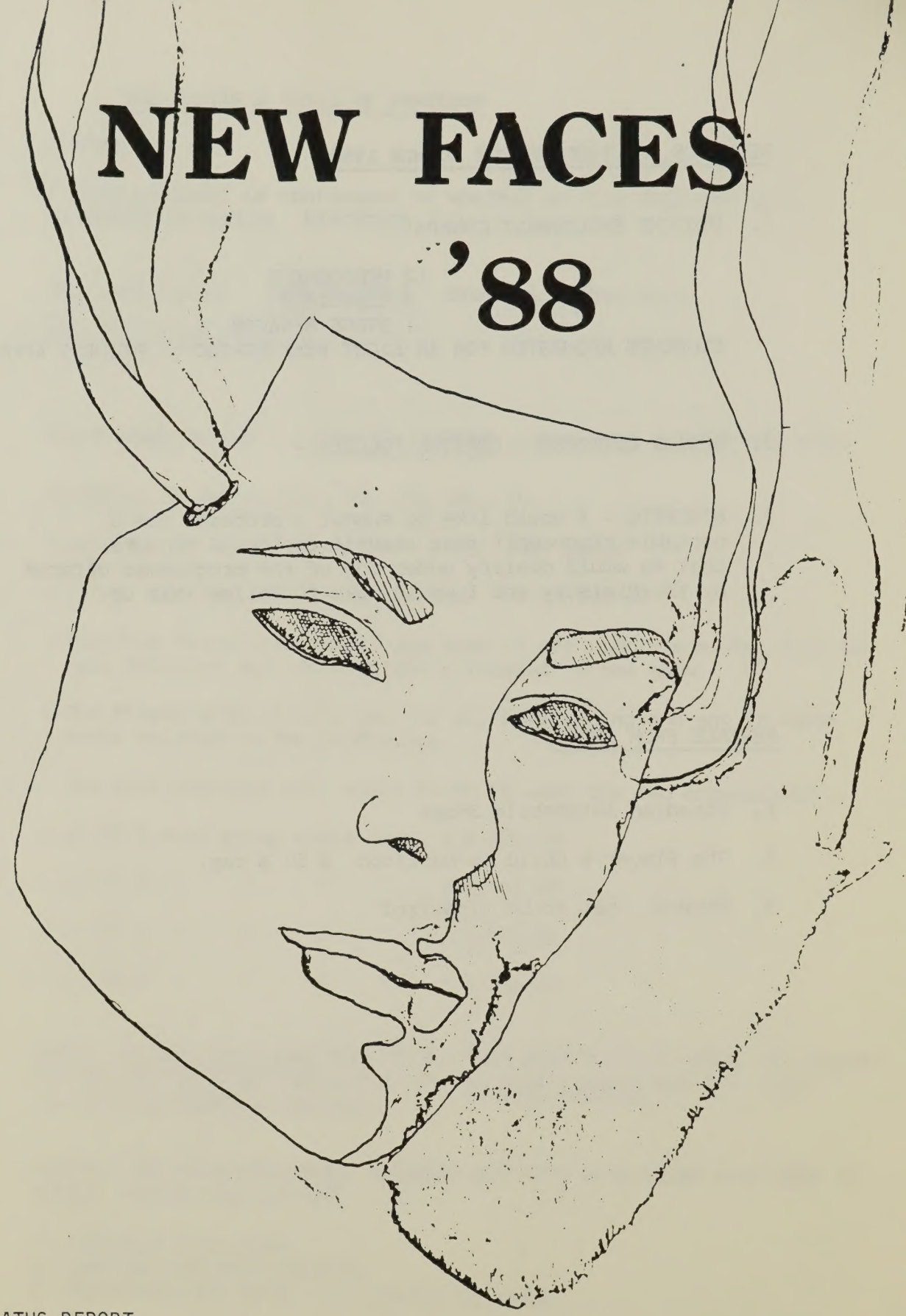
REVENUE FROM SHOWS

1. Canadian Automobile Shows $ 2,250.00

2. The Player's Guild of Hamilton @ 50 % cap. $ 3,750.00

3. Others - yet to be finalized $ 1,500.00

NEW FACES '88



STATUS REPORT

PROGRAMMING, VENUES, REVENUE

NEW FACES '88

PROPOSED BUDGET - DRAFT

SALARIES	10 PERFORMERS 2 TECHNICIANS 2 MUSICIANS	approx.	$ 25,000.00
HONOURARIA	VOCAL		1,000.00
	INSTRUMENTAL		1,000.00
	CHOREOGRAPHY		1,000.00
	DIRECTOR/PRODUCER		6,000.00
COSTUMES			500.00
PROPS			500.00
MAKE-UP			300.00
MISCELLANEOUS			1,500.00
PIANO TUNING			75.00
RECEPTION			250.00
TOTAL			$ 37,125.00

I HAVE ATTACHED THE PROPOSED AND THE ACTUAL BUDGETS FROM SUMMER '87 FOR REFERENCE

RESPECTFULLY SUBMITTED

DAVID DAYLER

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON PLACE COPY

NEW FACES
FINANCIAL RESULTS - 1987

Revenue		$ 34,633.72
Expenditures:		
David Dayler salary	5,000.00	
Musicians and student managers	4,550.50	
Wages and benefits - student performers and musicians	21,178.43	
Piano tuning	58.85	
Reception	211.62	
Costumes	499.25	
Props	106.86	
Make-up	71.24	
Miscellaneous	973.83	
		32,650.58
Profit		$ 1,983.14

BUDGET - 1987

SALARIES	18,805.00
HONOURARIUM	5,000.00
SET will be supplied from stock at H.P. and the Player's Guild and Westdale Sec. +	500.00
COSTUMES from stock as above +	500.00
PROPS from stock as above +	500.00
MAKE-UP from NEW FACES stock +	300.00
REHEARSAL SPACE Hamilton Place Convention Centre Player's Guild	
ROYALTIES	nil
STAGE HANDS	nil
STUDENT STAGE MANAGER	500.00
ADVERTISING Each sponsoring group ie. Player's Guild, Spectator, Connaught etc. would be responsible for own promotion.	
MISCELLANEOUS	1,500.00
TOTAL BUDGET	27,605.00

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

TO: Copps Coliseum Committee
Hamilton Place Committee
Hamilton Convention Centre Committee

DATE: January 21, 1988

Report of the Director of Finance and Administration

Due to my scheduled attendance at the 9th Annual Box Office Management International Conference and Exhibition on January 26 - 29, I will be unable to attend the Committee meetings planned during that period of time.

Status of 1987 Year-End Financial Reports

The financial report and all related event statistical reports for the month of December will not be available until the Committees' regularly scheduled set of meetings in February. This is in order to allow sufficient staff time to properly close off our 1987 annual accounts and have Pannell Kerr MacGillivray complete their audit.

However, I wish to point out that projected 1987 annual numbers were previously provided to the Committees during the 1988 operating budget process and also in the presentation of the draft 1987 annual report to the Board on January 15, 1988. At this time, I believe those projections or estimates by department are still reasonable.

Status of 1988 Monthly Financial Reports

In respect of the January, 1988 monthly financial report, I anticipate combining it with the February, 1988 monthly financial report, as was done in prior years, since the preliminary January, 1988 accounting reports will not be run by the data processing department until the 1987 annual accounts are closed off for HECFI and the City of Hamilton. Based on prior years, it has meant that my department receives the computer reports for January in late February, while the computer reports for February become available in the first week of March. Since the February computer reports are received so shortly after the January reports are available off the system, my decision has always been to concentrate staff efforts in producing the year-to-date February report which already includes the January results. As a result, I anticipate having the year-to-date February, 1988 financial report and the event statistical reports for January and February available for the Committees in March.

Status of 1988 - 1992 Capital Budgets

It is anticipated that the City's Executive Committee will review HECFI's and CUP's capital budgets on February 4, 1988. The City's objective is to hopefully finalize its Capital Budget Process by either late February or early March, 1988.

John A. Leuser, C.A.
Director of Finance
and Administration

7.3.1 Hamilton Place Committee Minutes of January 7, 1988

HAMILTON PLACE COMMITTEE

Thursday, January 7, 1988
8:30 a.m.
Hamilton Place Board Room

PRESENT:
Mr. S. Cino, Chairman
Dr. C. Bart
Mr. T. Casey
Mr. D. Hector
Alderman B. Hinkley, Chairman, HECFI Board
Alderman R. Wheeler

ALSO PRESENT:
Mr. T. Burrows
Mr. R. Ellison
Mr. B. Conacher
Mr. J. Leuser
Mrs. J. Faris, Secretary

1. Chairman's Remarks

The Chairman called the meeting to order at 10:10 a.m.

1.1 Report of In Camera Meeting

The following motions were carried during the In Camera Session:

THE IN CAMERA SESSION BE CONVENED

THE IN CAMERA MINUTES OF NOVEMBER 26, 1987 BE APPROVED

THE HAMILTON PLACE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987 BE RECEIVED FOR INFORMATION.

THE IN CAMERA SESSION BE ADJOURNED

2. Minutes of November 26, 1987

2.2 Motion for Approval

MOVED by Dr. Bart, seconded by Mr. Casey that

THE MINUTES OF NOVEMBER 26, 1987 BE APPROVED.

MOTION CARRIED

3. Business Arising from the Minutes

Nil

4. Director, Hamilton Place - Report

Mr. Burrows reported that, despite a loss on the Hamilton Place presentation of I'M NOT RAPPAPORT in November, the December presentation of THE NUTCRACKER, which resulted in a performance profit of approximately $30,000 will provide sufficient Great Hall revenue for a break-even year.

5. Assistant Director, Hamilton Place - Report

5.1 Marquee

Mr. Ellison reported that, as previously approved, Burton Kramer Associates Limited are preparing a design concept for the Marquee for the Committee's consideration at the January 28th meeting. The Committee authorized the purchase order which, due to taxes, was over the $10,000 management authorization by $426.08.

5.2 Roof Replacement

The thermogram report by the consultants is temporarily delayed due to weather conditions, i.e. water and ice.

5.3 School Programming

The bulk of the School Programming for 1988 takes place in the first half of the year. A number of performances have already sold out and others are being added. In addition, we will be adding a production of THE PHANTOM OF THE OPERA.

The first corporate sponsorship has been received from Pigott Construction Limited. The value of the unit is $300. We hope to build on this support over the balance of 1988.

6. Marketing Services Report

In future this will be called Marketing Report and under that heading will come 1. Facility Marketing 2. Marketing Services. This item should come directly under the Director's Report on the agenda.

6.1 Facility Marketing

Mr. Burrows reported that, through a "Presents" agreement with CHCH-TV, the campaign for THE NUTCRACKER benefited from unpaid advertising valued at $30,000.

6.2 Marketing Services

Mr. Conacher reported that he, with Mary Webb and Norman Marshall, have met with Facilities Directors, Staff and the new ad hoc agency (retained by the Region)

7. Director of Finance and Administration

7. MOVED by Dr. Bart, seconded by Mr. Casey that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8. New Business

Nil

9. Other Business

9.1 Customer Service - Box Office

Problems were described with obtaining tickets not directly under the control of HECFI, i.e. H.P.O. and Geritol Follies. Management will monitor these arrangements more closely in terms of customer service.

9.2 Marketing HECFI Facilities

Alderman Hinkley described computer assisted retention of all customer names (telephone, mail and direct sales) by patron interest for the purpose of direct facility-customer communication on upcoming events and/or seasons. Management will investigate and report.

9.3 Committee Meetings - Frequency

It was proposed by Dr. Bart that the Hamilton Place Committee consider whether or not, after two years of HECFI operation, monthly meetings are required. Following full discussion, it was determined that the Director of Hamilton Place will prepare a draft agenda for presentation at the next meeting (January 28, 1988) intended to anticipate all reports, recommendations, requests and material to cover a sixty day period. There was consensus that, should the Committee determine to recommend meetings every second month, it would be with the proviso that Management/Operating requirements would be met with specially called interim meetings.

9.4 Board/Management Retreat

Alderman Hinkley introduced the concept of a full day "retreat" for the Board and senior management. There was agreement that the idea should be considered and pursued with the full board at this stage in HECFI's development

10. Correspondence

Nil

11. Date of Next Meeting

Thursday, January 28, 1988 at 8:30 a.m.

12. Adjournment

MOVED by Dr. Bart, seconded by Mr. Casey that

THE MEETING ADJOURN AT 10:35 a.m.
MOTION CARRIED

Sam M. Cino, Chairman

Jean Faris, Secretary

7.4 Audit & Finance Committee First Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS OF THE AUDIT/FINANCE COMMITTEE MEETING OF FEBRUARY 4, 1988

The Audit/Finance Committee presents its **FIRST** Report and respectfully recommends:

1. HECFI Special Events Subsidy Fund

That the HECFI SPECIAL EVENTS SUBSIDY FUND be financed for 1988 only with $275,000. (includes up to a maximum of $75,000 for Parking Subsidy) from the HECFI 1987 Operating Surplus; and

That the HECFI SPECIAL EVENTS SUBSIDY FUND be discontinued after 1988.

Note: The Background is attached as **Schedule "A".**

2. Hamilton Convention Centre Committee - Dishwasher for HCC

a) That the capital project of dishwasher with blower dryer for the Hamilton Convention Centre at an estimated cost of $123,000 be recommended to the City's Executive Committee for approval;

b) That the project be financed from work in progress expenditure account number 0408-K72922 to the extent of $60,000 with the balance of $63,000 from HECFI's Reserve for Capital Projects, Account No. 0280-48; and

c) That Stainless Steel Products Limited be selected to supply and install a Hobart Dishwasher with Blower Dryer, at a sum not to exceed $123,000, including a two-year warranty, all taxes included.

Note: Only all-inclusive tender covering equipment and installation. The Hamilton Convention Centre Committee approved the selection of Stainless Steel Products at their meeting on January 29, 1988.

3. Copps Coliseum Committee -

3.1 Copps Coliseum - Supply and Delivery of Heating/Cooling Fan Coil Units; Acceptance of Tender

a) That the tender submitted by Blenkhorn and Sawle Limited in the total amount of $14,668.00 for the supply and delivery of four (4) heating/cooling fan coil units be accepted; and

b) That this purchase be financed from the following accounts:

Account No.	Description	Amount
0408-K72931	Improvements to Home Team Dressing Room	$ 7,334
0408-U32619	Construct Retail Space - Common Areas	$ 7,334
		$14,668

Note: It was the lowest of three (3) tenders received. The Copps Coliseum Committee, at its meeting on January 27, 1988 approved the acceptance of the tender and requested the Audit/Finance Committee to recommend the method of financing.

3.2 Copps Coliseum - HVAC System Modifications Club Lounge; Acceptance of Tender

a) That the tender submitted by J. J. Elliott Mechanical Ltd. in the amount of $88,340.00 for modifications to the HVAC system for the Club Lounge within Copps Coliseum be accepted; and

b) That this purchase be financed from work in progress expenditure account no. 0408-U32575 Upgrading of Lounge.

Note: J. J. Elliott Mechanical Ltd. was the sole tender received. The Copps Coliseum Committee, at its meeting on January 27, 1988 approved the acceptance of the tender and requested the Audit/Finance Committee to recommend the method of financing.

3.3 Copps Coliseum - Phase 1, Administration Office Expansion, Release of Finishing Holdback, James Kemp Construction Ltd.

That finishing holdback monies retained by The Corporation of the City of Hamilton, Treasury Department, in the total amount of $290.00 be released to the Contractor, namely, James Kemp Construction Ltd., subject to the Contractor complying with the requirements of the Construction Lien Act.

3.4 Copps Coliseum - Kitchen Exhaust, Acceptance of Quotation

a) That the capital project - Kitchen Exhaust for Copps Coliseum at a cost of $61,424.00 be recommended to the City's Executive Committee for approval;

b) That the project be financed by a transfer of available funds from the General Construction Account 0408-U32530 and the Concessions - Mechanical & Electrical Account 0408-U32560 to the Kitchen Exhaust Account 0408-U32569; and

c) That the quotation submitted by J. J. Elliott Mechanical Ltd. in the total amount of $61,424.00 including all taxes for the supply and installation of the kitchen exhaust at Copps Coliseum be accepted.

Note: There are sufficient funds available within the total work-in-progress construction accounts for Copps Coliseum-account 0408-U3. It was the sole quotation received. The Copps Coliseum Committee, at its meeting on January 27, 1988, approved the awarding of the above quotation and requested the Audit/ Finance Committee to recommend the method of financing.

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as **Schedule "B".**

2. Financial Analysis of Special Events Subsidy Reserve Account

Attached as **Schedule "C".**

3. Correspondence Received

Attached as **Schedule "D".**

4. Copps Coliseum Committee - Copps Coliseum - Leasing Arrangements for Retail Mall Space

The Committee noted that the Copps Coliseum Committee, at its meeting on January 27, 198, approved that proposals be requested from real estate brokerage agencies to establish leasing criteria and develop leasing agreements necessary for commercial rental of the Street Mall area within Copps Coliseum. The Audit/Finance Committee received it for information.

RESPECTFULLY SUBMITTED

C. Bart /per Jm

C. BART, ACTING CHAIRMAN
AUDIT/FINANCE COMMITTEE

J Mills

Joan M. Mills, Secretary
Audit/Finance Committee

Schedule "A"

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: **HECFI AUDIT & FINANCE COMMITTEE**

FROM: Brian K. Conacher
Managing Director/CEO

DATE: January 25, 1988

SUBJECT: **HECFI SPECIAL EVENTS SUBSIDY FUND**

RECOMMENDATION:

1. That the **HECFI SPECIAL EVENTS SUBSIDY FUND** for 1988 be funded with **$275,000.** (includes up to a maximum of $75,000 for Parking Subsidy) from the HECFI 1987 Operating Surplus.

2. That the **HECFI SPECIAL EVENTS SUBSIDY FUND** (includes up to a maximum of $75,000 for Parking Subsidy) will be funded for **1988 only** and the **HECFI SPECIAL EVENTS SUBSIDY FUND** will be discontinued after 1988.

BACKGROUND:

- The HECFI SPECIAL EVENTS SUBSIDY FUND is made up of two parts:
  - Funds to subsidize some special events in HECFI facilities;
  - Funds to subsidize parking for some special events in HECFI facilities or other major convention, meeting properties in the City of Hamilton.
- The concept and primary purpose of the HECFI SPECIAL EVENTS SUBSIDY FUND was to subsidize events for HECFI facilities that were deemed to be special and which otherwise may not have come to Hamilton without some financial subsidization.
- In the approximate two years the HECFI SPECIAL EVENTS SUBSIDY FUND has been available, it has presented many management problems in its administration.
- After considerable discussion and careful consideration, it is agreed by the HECFI senior management that the HECFI SPECIAL EVENTS SUBSIDY FUND should be phased out in 1988 and discontinued thereafter.

- In continuing the HECFI SPECIAL EVENTS SUBSIDY FUND in 1988, it is agreed by the HECFI senior management that the PARKING SUBSIDY portion should be removed and supervised and maintained by the City of Hamilton or someone else designated by them. HECFI has not been able to effectively monitor the PARKING subsidization because requests also come from outside HECFI.

- At the City of Hamilton Council Meeting January 26, 1988, the following was approved:

"(a) That HECFI fund up to $75,000 in 1988 out of the HECFI Special Events Subsidy Fund for parking subsidization for qualified convention and trade show delegates;

(b) That effective upon approval of Regional Council, the Tourism and Convention Division of the Regional Economic Development Department monitor and administer parking subsidization for qualified convention and trade show delegates;

(c) That the Region of Hamilton-Wentworth be responsible for funding parking subsidization for qualified convention and trade show delegates in 1989 and beyond;

(d) That the policy for qualification for parking subsidization for convention and trade show delegates as adopted by City Council on June 28, 1983, be amended to read as follows:

(i) Subsidized parking be supplied in designated city owned and operated parking lots to out-of-town convention and trade show delegates attending a recognized convention or trade show.

(ii) A recognized convention or trade show is one which must be for a minimum of two (2) days in duration and whose out-of-town delegates use a minimum of one hundred and seventy-five (175) rooms.

(iii) Subsidized parking will be made available to selected conferences or trade shows provided that the matter of subsidized parking is negotiated with the Tourism and Convention Division prior to the conference or trade show being awarded.

(e) That all commitments made to provided subsidized parking as a condition of attracting conferences/ conventions, prior to the acceptance of this revised policy be honoured.

(f) That a reporting procedure be established to provide for regular reporting of commitments made to provide subsidized parking and the costs associated with each.

(g) That a copy of this resolution be forwarded to Regional Council for its consideration and approval.

NOTE: In 1983, City Council approved the following policy regarding free parking to out-of-town delegates:

- Free parking be supplied in designated city-owned and operated parking lots to convention delegates attending a recognized convention or trade show in Hamilton.

- A recognized trade show or convention is one having twenty-five (25) or more delegates and being more than two days in duration.

- That registered convention delegates and trade show exhibition staff be eligible to receive, at no charge, at the time of registration at the Convention Centre or hotel, a dated, numbered parking pass which would only last for the duration of the convention or trade show.

- That the parking pass and convention registration badge must be shown to the parking attendant on leaving the lot.

- That having shown the pass and delegate badge the individual must sign the parking ticket and print the number of the parking pass on the ticket.

- That there be a provision to mail out the parking pass in evidence to advance registrants where the convention is expecting more than two hundred and fifty (250) delegates.

An amount of $5,000 was provided for the program in 1984, with the cost amounting to $39,336.85 in 1986 and $61,029.30 in 1987. HECFI officials estimate that an amount of $75,000 will be required in 1988 to fund this program.

When first implemented in 1983, the program was administered by the Convention Centre staff and with the creation of HECFI in 1985, the program fell under its jurisdiction for administration purposes.

The City funded the program in 1984, 1985 and 1986. In 1987, the program was funded by HECFI.

The HECFI Board of Directors at their meeting on December 11, 1987, recommended the cost of providing this program in 1988 no longer be financed from the Special Events Subsidy Reserve Account or from HECFI Operating Accounts and that HECFI no longer have administrative responsibility for this program.

Currently, the Tourism and Convention Division of the Regional Economic Development Department is responsible for funding and monitoring free busing for out-of-town convention delegates and the transfer of responsibility for the parking program would parallel this responsibility."

- It is suggested that when the HECFI SPECIAL EVENTS SUBSIDY FUND ends at the end of 1988 that all commitments for 1989 and future years, as they apply to HECFI facility use, will have to be dealt with in the future Operating Budgets of each of the three HECFI facilities.

- While this approach could well affect the bottom line of each of the three HECFI facilities on a yearly basis, it is HECFI senior management's belief that it will be a better and more manageable situation.

Respectfully submitted,

Brian K. Conacher
Managing Director/CEO

Attachment

MEMORANDUM • CITY OF HAMILTON

TO : Mrs. P. Bennett, Secretary
HECFI Board

YOUR FILE:

FROM : Mr. J. J. Schatz,
Secretary, Executive Committee

OUR FILE :

SUBJECT : Parking Subsidization

DATE : 1988 January 27

Subjoined for your information and appropriate action is a copy of Section 1 of the Second Report of the Executive Committee which was amended and adopted by City Council at its meeting held Tuesday, January 26, 1988.

JJS/dg

c.c.: Mr. B. K. Conacher, Managing Director/CEO
Mr. J. Leuser, Finance and Administration
Mr. G. Macaluso, Manager, Tourism and Convention Bureau
Mr. P. Baker, General Manager, Parking Authority
Mr. E. Matthews, City Treasurer

1. (a) That HECFI fund up to $75 000 in 1988 out of the HECFI Special Events Subsidy Fund for parking subsidization for qualified convention and trade show delegates;

(b) That effective upon approval of Regional Council, the Tourism and Convention Division of the Regional Economic Development Department monitor and administer parking subsidization for qualified convention and trade show delegates;

(c) That the Region of Hamilton-Wentworth be responsible for funding parking subsidization for qualified convention and trade show delegates in 1989 and beyond;

.....2

Item 1
Second Report
Executive Committee

(d) That the policy for qualification for parking subsidization for convention and trade show delegates as adopted by City Council on June 28, 1983, be amended to read as follows:

(i) Subsidized parking be supplied in designated city owned and operated parking lots to out-of-town convention and trade show delegates attending a recognized convention or trade show.

(ii) A recognized convention or trade show is one which much be for a minimum of two (2) days in duration and whose out-of-town delegates use a minimum of one hundred and seventy-five (175) rooms.

(iii) Subsidized parking will be amde available to selected conferences or trade shows provided that the matter of subsidized parking is negotiated with the Tourism and Convention Division prior to the conference or trade show being awarded.

(e) That all commitments made to provided subsidized parking as a condition of attracting conferences/conventions, prior to the acceptance of this revised policy be honoured.

(f) That a reporting procedure be established to provide for regular reporting of commitments made to provide subsidized parking and the costs associated with each.

(g) That a copy of this resolution be forwarded to Regional Council for its consideration and approval.

NOTE: In 1983, City Council approved the following policy regarding free parking to out-of-town delegates:

- Free parking be supplied in designated city-owned and operated parking lots to convention delegates attending a recognized convention or trade show in Hamilton.

- A recognized trade show or convention is one having twenty-five (25) or more delegates and being more than two days in duration.

....3

- That registered convention delegates and trade show exhibition staff be eligible to receive, at no charge, at the time of registration at the Convention Centre or hotel, a dated, numbered parking pass which would only last for the duration of the convention or trade show.

- That the parking pass and convention registration badge must be shown to the parking attendant on leaving the lot.

- That having shown the pass and delegate badge the individual must sign the parking ticket and print the number of the parking pass on the ticket.

- That there be a provision to mail out the parking pass in evidence to advance registrants where the convention is expecting more than two hundred and fifty (250) delegates.

An amount of $5 000 was provided for the program in 1984, with the cost amounting to $39 336.85 in 1986 and $61 029.30 in 1987. HECFI officials estimate that an amount of $75 000 will be required in 1988 to fund this program.

When first implemented in 1983, the program was administered by the Convention Centre staff and with the creation of HECFI in 1985, the program fell under its jurisdiction for administration purposes.

The City funded the program in 1984, 1985 and 1986. In 1987, the program was funded by HECFI.

The HECFI Board of Directors at their meeting on December 11, 1987, recommended the cost of providing this program in 1988 no longer be financed from the Special Events Subsidy Reserve Account or from HECFI Operating Accounts and that HECFI no longer have administrative responsibility for this program.

Currently, the Tourism and Convention Division of the Regional Economic Development Department is responsible for funding and monitoring free busing for out-of-town convention delegates and the transfer of responsibility for the parking program would parallel this responsibility.

Schedule "B"

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

Report to the Audit/Finance Committee from the Director of Finance and Administration

Status of 1987 Year-End Financial Reports

The financial report and all related event statistical reports for the month of December will not be available until the Committee's regularly scheduled meeting in February. This is in order to allow sufficient staff time to properly close off our 1987 annual accounts and have Pannell Kerr MacGillivray complete their audit.

However, I wish to point out that projected 1987 annual numbers were previously provided to the Committee during the 1988 operating budget process and also in the presentation of the draft 1987 annual report to the Board on January 15, 1988. At this time, I believe those projections or estimates by department are still reasonable.

Status of 1988 Monthly Financial Reports

In respect of the January, 1988 monthly financial report, I anticipate combining it with the February, 1988 monthly financial report, as was done in prior years, since the preliminary January, 1988 accounting reports will not be run by the data processing department until the 1987 annual accounts are closed off for HECFI and the City of Hamilton. Based on prior years, it has meant that my department receives the computer reports for January in late February, while the computer reports for February become available in the first week of March. Since the February computer reports are received so shortly after the January reports are available off the system, my decision has always been to concentrate staff efforts in producing the year-to-date February report which already includes the January results. As a result, I anticipate having the year-to-date February, 1988 financial report and the event statistical reports for January and February available for the Committee in March.

Status of 1988 - 1992 Capital Budgets

It is anticipated that the City's Executive Committee will review HECFI's and CUP's capital budgets on February 11, 1988. The City's objective is to hopefully finalize its Capital Budget Process by either late February or early March, 1988.

John A. Leuser, C.A.
Director of Finance
and Administration

February 4, 1988

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "C"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE January 19, 1988

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) Audit/Finance Committee ☒

SUBJECT

Financial Analysis of Special Events Subsidy Reserve Account

INFORMATION

Attached is a financial analysis of the Special Events Subsidy Reserve Account as at December 31, 1987. On Page 3 of the financial report, we've estimated the reserve account balance at December 31, 1987 to be $40,187.06 before the inclusion of commitments approved by the HECFI Board for 1988 which total to $102,500. Of this total, $72,330 was approved by the Board subject to funding being finalized for 1988.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.

FINANCIAL ANALYSIS OF
SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT

Reserve Account Balance at January 1, 1987		$182,139.45
Less Following Charges/Commitments:		
Operating Supplies:		
- Purchase of a stock of 10,000 Complimentary Parking Passes	$ 530.00	
		$ 530.00
Parking Fee Reductions for Visitors:		
Estimated Breakdown:		
- Jan./87 - Mission Advance	313.25	
- Jan.&Feb./87 - Canadian Institute of Traffic and Transportation	81.00	
- March/87 - Home Builders Convention Committee	338.30	
- March/87 - Ontario English Catholic Teachers Assoc.	3,489.10	
- April/87 - Wintario	76.60	
- April/87 - Technology '87	2,144.05	
- April/87 - Ontario Separate School Trustees Technology	2,100.25	
- April/87 - Ontario Hooking Craft	673.45	
- May/87 - Canadian Institute of Food Science	4,836.20	
- May/87 - The Ontario Municipal Recreation Assoc.	967.25	
- May/87 - Municipal Electrical Association	1,450.85	
- May-June/87 - Canadian Association of Community Colleges	3,278.80	
- June/87 - Toastmasters International	3,278.80	
- June/87 - Canadian Association of Equipment Distributors	2,185.90	
- June/87 - Canadian Society of Laboratory Technologists	11,314.00	
- June/87 - Radio and Television News Directors Assoc.	683.10	
- July/87 - Ontario School Bus Operators	726.40	

- Aug.16-27/87 - Public School Teachers Federation	5,406.40	
- Sept.16-22/87 - Flowers Canada	1,534.00	
- Sept.20-29 - Hamilton Home Builders	766.50	
- Oct.8-12 - Canadian Round Dancers	997.52	
- Oct.13-16 - Deep Foundation	99.75	
- Oct.21-25 - Counsel of Drama and Education	3,657.58	
- Nov.1-7 - Ont. Motor Coach	3,614.28	
- Nov.4-9 - Canadian Square Dancers	2,444.95	
- Nov.10-11 - Kerwill Publicationss	1,381.93	
- Nov.12-16 - Ontario Liberal Party	425.23	
- Nov.18-21 - Christian Heritage Party	2,763.86	
		$61,029.30
Rental Subsidies:		
- **Copps Coliseum**		
Apr.11/87 - Hamilton Minor Hockey Championships	6,000.00	
Apr.18/87 - Ringette Tournament	6,000.00	
Aug.7/87 - Canusa Games Ceremonies	6,000.00	
- **Hamilton Convention Centre**		
June 20-26/87 - Canadian Society of Laboratory Technologists	7,500.00	
Sept.17-21/87 - Flowers Canada Inc.	7,480.00	
Nov.18-21/87 - Christian Heritage Party of Canada	11,360.00	
Aug.9/87 - Canusa Games	1,500.00	
Dec.6/87 - Canadian Union of Public Employees-Local 5	1,000.00	
- **Hamilton Place**		
Nov.18-21/87 - Christian Heritage Party of Canada	1,500.00	
		$48,340.00

Event Charge Subsidies:			
- Copps Coliseum			
Apr.18/87 - Ringette Tournament	373.70		
Aug.7/87 Canusa Games Ceremonies	663.86		
Sept.5/87 - Canada Cup '87 Civic Dinner	35,604.57		
- Hamilton Convention Centre			
Aug.9/87 - Canusa Games	48.15		
		$36,690.28	
Total charges/commitments/contingency in respect of 1987			$146,589.66
Interest Earned in 1987			$(4,637.27)
Reserve Account Balance at December 31,1987 Before Approved Commitments for 1988			**$ 40,187.06**
Less Commitments Approved by the HECFI Board for 1988:			
- Copps Coliseum			
Jan.15/88 - Hamilton Spectator Indoor Games - (underwrite losses up to $18,000 on event)		$18,000.00	
May 21-22/88 - National Gymnastics and Trampoline Championships		11,000.00 (1)	
- Hamilton Convention Centre			
Jan.1988 - Women and Politics Conferences		$ 2,170.00	
July 1988 - Ye Bonnie Doon Burns Club		$10,000.00	
Aug.3-6, 1988 - 6th Canadian National Square and Round Dance Convention		$53,630.00 (1)	
Aug.24-30, 1988 -Pentecostal Assemblies of Canada		$ 7,700.00 (1)	
			$102,500.00
Reserve Account Balance (Deficiency) at December 31,1987 - See Notes (a) and (b) below			**$(62,312.94)**

(1) The Commitments were approved subject to funding being approved for 1988.

Notes:

(a) In respect of commitments for rental subsidies, this financial report only reflects commitments reported to and approved by the HECFI Board. If other commitments have been made, they are not provided for in this financial report.

(b) In respect of parking fee reductions for visitors, this financial report only reflects the cost of parking incurred in 1987. If commitments have already been made for 1988, they are not reflected in this report.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

January 19, 1988

Schedule "D"

CITY COUNCIL
HAMILTON, CANADA

Alderman John Gallagher

71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 388-3089 — WARD 7

January 26, 1988

Mr. Brian Conacher
Managing Director and
Chief Executive Officer
H.E.C.F.I.

Dear Mr. Conacher:

Re: Sue Bowes

On Saturday, January 23rd I dropped by Copps Coliseum box office to pick up my previously ordered W.W.F. tickets and a young gentleman there stated, in a very polite manner, the tickets were not set aside for me.

As you may be aware, there was some difficulty regarding this particular order a few weeks ago which compounded my frustration. When it was determined that the tickets were not set aside for me, a young lady, Sue Bowes , spoke with me discussing the situation and as a result of her cool, professional and courteous attitude, this difficult situation was resolved without incident.

I feel I must compliment this young lady as her approach to this situation is a credit to the Copps Coliseum box office and we should be very proud to have someone like Sue on our staff working for H.E.C.F.I.

Sincerely yours,

John Gallagher
Alderman, Ward 7

JG:do

cc: Alderman Brian Hinkley, Chairman, H.E.C.F.I.
Mr. John Leuser, Director of Finance/Administration, H.E.C.F.I.

7.4.1 Audit & Finance Committee Minutes of January 8, 1988

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

January 8, 1988
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. McFarland, Chairman
Ald. B. Hinkley, Committee Member
and Chairman of HECFI Board
Mr. N. Levitt, Committee Member

ALSO
PRESENT: Mr. B. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. J. A. Leuser, Director of Finance
and Administration, HECFI
Mr. J. Crane, Director of
Copps Coliseum
Mr. W. Penfold, Director of
Hamilton Convention Centre
Mr. T. Burrows, Director of
Hamilton Place
Mr. R. DiFilippo, Comptroller
Joan Mills, Committee Secretary

REGRETS: Dr. C. Bart, Vice-Chairman
Mr. S. Cino, Committee Member

1. Chairman's Remarks

The Chairman welcomed everyone present and the meeting was called to order, commencing at 12:25 p.m.

2. Minutes of Previous Meeting

It was

MOVED by Mr. Ald. Hinkley, seconded by Mr. Levitt

THAT THE NOVEMBER 30, 1987 REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Director of Finance and Administration's Report

Mr. John A. Leuser, Director of Finance and Administration welcomed the Committee members to their first Audit/Finance Meeting of 1988. He hoped that 1988 would prove to be a good year for each member, both on a personal basis and in their capacity as members of the HECFI Board.

With regard to the operating budgets, he advised that they were well received by the Executive Committee on January 7, 1988, and that the Chairman, Mr. McFarland, was also present at the Executive Committee.

Relating to the capital budgets, Mr. Leuser advised that they are expected to be addressed by the Executive Committee within the next two weeks. He stated that the City is aiming to complete the capital budget process by the end of February or early March.

He further advised that his Department is very busy with the closing of the year-end accounts and anticipates its completion by the end of February at which time the year-end results will be reported to them.

Until the December year-end is closed, the City's accounting system does not provide for the issuance of 1988 reports. Hence our first computer reports for 1988 will not likely be generated by the City's data processing department until late February. As a result, the January and February financial statements will be presented in March to the Committee.

It was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION'S REPORT BE RECEIVED AS INFORMATION.

MOTION CARRIED.

4. Consolidated Unaudited Operating Results for HECFI for the Eleven Month Period Ended November 30, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the eleven month period ended November 30, 1987. It was noted that HECFI's budgetary surpluses for the month and eleven month period were $122,014 and $969,081, respectively.

The detail comprising these figures was as follows:

	Budgetary Surplus (Deficit) For The Month of November 1987	For The Eleven Month Period Ended Nov.30, 1987
Hamilton Convention Centre	$ 87,718	$296,959
Hamilton Place	$ (475)	$(22,452)
Copps Coliseum	$ (11,024)	$337,467
Corporate	$ 45,795	$357,107
	$ 122,014	**$969,081**

It was

MOVED by Ald. Hinkley, seconded by Mr. Levitt

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

5. Unaudited Operating Results for CUP for the Eleven Month Period Ended November 30, 1987

The Committee reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of November and the eleven month period ended November 30, 1987. It was noted that the CUP's budgetary (deficit) surplus for the month and eleven month period were $(9,612) and $244,688, respectively.

It was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

6. Correspondence Received

Mr. John A. Leuser, Director of Finance and Administration, referred firstly to the memorandum dated December 7, 1987 from Mr. J. J. Schatz, Secretary of the Executive Committee. It advised that the Executive Committee, at its meeting on December 3, 1987 agreed to take no action with respect to the Board's recommendation that the surplus for 1987 from the Central Utilities Plant be placed into a separate reserve for Capital Projects for CUP.

Mr. Leuser indicated to the Committee that when the HECFI Board was advised at its December 11, 1987 meeting of the City's Executive Committee's decision, some Board members inquired as to whether the City Treasurer, who had recommended to the Executive Committee that no action be taken on the Board's motion, might reconsider his position in respect of 1988 and thereafter. In light of these inquiries, Mr. Leuser requested and received a letter dated December 16, 1987 from Mr. E. C. Matthews which was also provided to the Committee. The City Treasurer indicated in this letter that since CUP is a City Department and not part of HECFI's operation, his recommendation for 1988 and thereafter remains that "any surplus, and indeed any deficit, for this operation should form part of the overall surplus of the City of Hamilton, in accordance with existing policy." Alderman Hinkley asked that this item remain as unfinished business with a view to having the Committee possibly forward the matter back to the Executive Committee for consideration in May of this year. It was

MOVED by Ald. Hinkley, seconded by Mr. Levitt

THAT THE CORRESPONDENCE FROM THE EXECUTIVE COMMITTEE SECRETARY AND THE CITY TREASURER RELATIVE TO THE DISPOSITION OF CENTRAL UTILITIES PLANT SURPLUS FOR 1987 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7. HECFI Special Events Subsidy Fund

Mr. John A. Leuser, Director of Finance and Administration, asked for direction in light of the recent requests for parking passes for a convention taking place at the end of January.

Mr. Brian K. Conacher, Managing Director/CEO pointed out that there were three recommendations: dealing with funding; removal of the parking subsidy from the Fund; and that the Fund be discontinued after 1988.

The Committee wished to review the material further, and it was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT THE MANAGING DIRECTOR'S RECOMMENDATIONS AS FOLLOWS (1,2,3) BE TABLED UNTIL THE NEXT REGULAR AUDIT/FINANCE COMMITTEE MEETING:

1. THAT THE HECFI SPECIAL EVENTS SUBSIDY FUND FOR 1988 BE FUNDED WITH $200,000. FROM THE HECFI 1987 OPERATING SURPLUS.

2. THAT THE PARKING SUBSIDY PORTION OF THE HECFI SPECIAL EVENTS SUBSIDY FUND BE REMOVED FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND AND THAT THE CITY OF HAMILTON EXECUTIVE COMMITTEE DETERMINE WHETHER THE CITY OF HAMILTON OR THE PARKING AUTHORITY WILL SUPERVISE AND MONITOR FUTURE PARKING SUBSIDIZATION REQUESTS.

3. THAT THE HECFI SPECIAL EVENTS SUBSIDY FUND (LESS PARKING) WILL BE FUNDED FOR 1988 ONLY AND THE HECFI SPECIAL EVENTS SUBSIDY FUND WILL BE DISCONTINUED AFTER 1988.

AND

THAT MANAGEMENT HAVE INTERIM AUTHORITY TO CONTINUE TO SUPPLY, SUPERVISE, MONITOR AND FUND PARKING SUBSIDIZATION REQUESTS FOR 1988.

MOTION CARRIED.

8. Financial Analysis of Special Events Subsidy Reserve Account

The Committee reviewed the Financial Analysis of the Special Events Subsidy Reserve Account as at November 30, 1987 as provided by the Director of Finance and Administration. It was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT AS AT NOVEMBER 30, 1987, BE RECEIVED AS INFORMATION.

MOTION CARRIED.

9. Hamilton Convention Centre - Special Events Subsidy Application - Canadian Union of Public Employees - (CUPE) - Local 5

The Committee once again expressed concern relative to the criteria/guidelines for the Fund. Mr. Brian K. Conacher, Managing Director/CEO pointed out to the Committee that since the request from Local 5 came around the same time as the event in December, there was no mechanism to bring the item forward until this time.

It was

MOVED by Mr. Levitt, seconded by Ald. Hinkley

THAT FOR THE USE OF THE HAMILTON CONVENTION CENTRE, $1,000 IN RENTAL CHARGES BY THE CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 5, ON SUNDAY, DECEMBER 6, 1987 FOR THEIR CHILDREN'S CHRISTMAS PARTY BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT, SUBJECT TO FUNDING FOR 1988.

MOTION CARRIED.

10. Hamilton Convention Centre Committee - Dishwasher for Convention Centre

The Chairman advised the Committee that this item had been tabled at the Hamilton Convention Centre Committee Meeting which had taken place earlier in the day, just prior to the Audit/Finance Committee Meeting.

11. Motion to Move into In-Camera

MOVED by Alderman Hinkley, seconded by Mr. Levitt

THAT THE IN-CAMERA SESSION BE CONVENED. (12:55 p.m.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

THAT THE NOVEMBER 30, 1987 IN-CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1987 BE RECEIVED FOR INFORMATION.

THAT THE LAW FIRM OF ROSS & MCBRIDE CONTINUE TO BE USED TO PROVIDE THE LEGAL SERVICES REQUIRED BY HECFI FOR 1988, SUBJECT TO HECFI RESERVING THE RIGHT TO TERMINATE THE LEGAL SERVICES AT ANY TIME AS IT MAY IN ITS DISCRETION DETERMINE. IN ADDITION, HECFI RESERVES, AT ALL TIMES, THE RIGHT TO RETAIN SUCH FURTHER AND OTHER LAW FIRMS AND TO PROCURE ALL SUCH FURTHER AND OTHER LEGAL ADVICE AS IT MAY REQUIRE FROM TIME TO TIME WITHOUT THE NECESSITY OF CALLS FOR PROPOSALS.

MOTIONS CARRIED.

TAKEN AS READ AND APPROVED:

W. H. McFARLAND, CHAIRMAN

Mrs. Joan M. Mills, Secretary

8.2 Display Advertising Panels: Copps Coliseum Tender

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION
FOR ACTION

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Patricia Bennett
Secretary to the Board

DATE: February 8, 1988

SUBJECT: **DISPLAY ADVERTISING PANELS: COPPS COLISEUM TENDER**

The tender call for Display Advertising Panels in Copps Coliseum closes Wednesday, February 10, 1988. In order for management to proceed with the installation and marketing of the panels it is respectfully requested that the Board of Directors consider approval of management's recommendation at the February 12th meeting of the Board. Funds have previously been approved for this project.

Complete documentation will be provided at the February 12th meeting.

Respectfully requested,

Patricia Bennett
Secretary to the Board

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A35
1988

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, April 15, 1988
8:00 A.M.
HAMILTON CONVENTION CENTRE
Albion C

REGULAR AGENDA

1. **Chairman's Remarks**

2. **Correspondence**

   2.1 Thank You Note from the family of Mr. W. Gallagher — Attachment 2.1

3. **Minutes of March 11, 1988** — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion to Approve

4. **Business Arising From the Minutes**

5. **Committee Reports/Minutes**

5.1	Executive Committee Second Report	Attachment 5.1
5.1.1	Executive Committee Minutes of March 2, 1988	Attachment 5.1.1
5.2	Copps Coliseum Committee Third Report	Attachment 5.2
5.2.1	Copps Coliseum Committee Minutes of February 24, 1988	Attachment 5.2.1
5.3	Hamilton Convention Centre Committee Third Report	Attachment 5.3
5.3.1	Hamilton Convention Centre Committee Minutes of February 26, 1988	Attachment 5.3.1

URBAN MUNICIPAL
MAY 18 1988
GOVERNMENT DOCUMENTS

5.4	Hamilton Place Theatre Committee Second Report	Attachment 5.4
5.4.1	Hamilton Place Theatre Committee Minutes of January 28, 1988	Attachment 5.4.1
5.5	Audit Committee First Report	Attachment 5.5

6. **New Business**

6.1	City of Hamilton:Department Reorganization: Central Utilities Plant	Attachment 6.1

7. **Other Business**

8. **Date of Next Meeting**

May 20, 1988
8:00 A.M.
Hamilton Convention Centre

9. **Adjournment**

Unfinished Business

1. Trade Centre Arena Foundation - Possible Amalgamation with Hamilton Place Foundation
2. Development of Policy in Respect of Promotions and Co-Promotions
3. Report Regarding Copps Coliseum Liquor Licence
4. Review by Committees of 1988 Business Plan
5. Report on Feasibility of Enclosing Commonwealth Square
6. Hamilton Place Marquee
7. Reduced Parking Fee and/or In-and-Out Privileges for Convention Delegates
8. Copps Coliseum Attendant Uniforms

Patricia Bennett
Secretary to the Board of Directors
April 11, 1988

2.1 Thank You Note from the Family of Mr. W. Gallagher

To thank you for

your kindness and sympathy

at a time when it was

appreciated

Verna Gallagher

&

Family

Attachment 3

3. Minutes of March 11, 1988

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, March 11, 1988
8:00 A.M.
COPPS COLISEUM
Hamilton Room

REGULAR MINUTES

PRESENT:	Alderman B. Hinkley, Chairman Mr. T. Yates, First Vice-Chairman Alderman J. Gallagher, Second Vice-Chairman Mayor Robert Morrow Alderman T. Murray Alderman R. Wheeler Mr. T. Casey Mr. S. Cino Mr. W. McFarland Dr. C. Bart Mr. D. Beattie Mrs. M. Dow Mr. N. Levitt
ALSO PRESENT:	Mr. B. Conacher Mr. W. Penfold Mr. J. Crane Mr. T. Burrows Mr. J. Leuser
REGRETS:	Mr. F. DeNardis
MEDIA:	Ms. Beth Marlin, The Spectator

1. Chairman's Remarks

Alderman Hinkley called the meeting to order at 8:15 a.m.

Alderman Hinkley referred to correspondence received from Alderman Christopherson which inquired about HECFI's response to SPAR's (Special Populations Advocates for Recreation) November 5th letter requesting special consideration(s) for the disabled. The Board requested that in future, all correspondence be received for information and where policy issues are concerned, referred to the standing Committees of the Board. It was

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that

THAT THE REQUEST BY SPAR FOR SPECIAL CONSIDERATION FOR DISABLED PATRONS BE REFERRED TO THE THREE FACILITY STANDING COMMITTEES OF THE BOARD.

MOTION CARRIED.

2. Minutes of February 12, 1988

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that

THE FEBRUARY 12, 1988 MINUTES BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

Nil

4. Committee Reports/Minutes

4.1 Executive Committee First Report

MOVED by Alderman Wheeler, seconded by Alderman Murray that

THE EXECUTIVE COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS APPROVED:

THAT THE TERMS OF REFERENCE FOR THE EXECUTIVE COMMITTEE AS AMENDED BE APPROVED.

THAT THE COST OF PRODUCING THE 1987 HECFI ANNUAL REPORT BE FINANCED FROM ADVERTISING AND PROMOTION ACCOUNT NUMBER 8330-3012.

A lengthy discussion ensued in respect of the proposed Annual Report. Concern was expressed regarding the cost and length of the report; it was suggested that the number of photographs be reduced. Alderman Hinkley clarified that the report would be circulated to all elected officials, major clients and agents and would be used as a promotional tool for convention bids. It was

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE PROPOSED MOCK-UP OF THE ANNUAL REPORT BE REFERRED TO THE EXECUTIVE COMMITTEE FOR REVIEW.

MOTION CARRIED.

Staff was directed to obtain the most recent copies of the Annual Reports published by those agencies listed below as well as the production costs:

(i) The Royal Botanical Gardens
(ii) The Hamilton Harbour Commission
(iii) The Regional Conservation Authority
(iv) The Hamilton Public Library
(v) Mohawk College
(vi) The City of Mississauga
(vii) Edmonton Northlands
(viii) O'Keefe Centre

THAT SUBJECT TO CITY COUNCIL'S PRIOR APPROVAL OF THE 1988-1992 CAPITAL BUDGET PROGRAMME FOR COPPS COLISEUM AND CUP, THE CITY'S EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL APPROVAL TO PROCEED WITH THE FOLLOWING CAPITAL PROJECTS AS PROVIDED FOR IN THE 1988-1992 CAPITAL BUDGET PROGRAMME AS FOLLOWS:

	Year of Expenditure			Total
	1988	1989	1990	Gross Cost
Copps Coliseum				
1. Installation of Standby Pumps, Ice Plant	$30,000	-	-	$30,000
2. Administration Office Expansion	$50,000	-	-	$50,000
3. The Hamilton Room	$40,000	-	-	$40,000
Sub-Totals	$120,000	-	-	$120,000
Central Utilities Plant				
1. Replacement of Motor Control Centres for City Hall	$30,000	35,000	-	$65,000
2. Central Utilities Plant City Hall, Library/Market Teardown/Overhaul of Centravacs	$54,000	52,000	24,000	$130,000
3. Replacement of Heating Boilers for Hamilton Place	$140,000	-	-	$140,000

Central Utilities Plant	Year of Expenditure 1988	1989	1990	Total Gross Cost
4. Improvements to/Modifications of Supply and Return Air Fan Systems for Hamilton Convention Centre	$50,000	-	-	$ 50,000
5. Replace/Modify Supply and Return Air Fan System Dampers for Hamilton Place	$25,000	-	-	$ 25,000
Sub-Totals	$299,000	$87,000	$24,000	$410,000
TOTALS	$419,000	$87,000	$24,000	$530,000

During discussion of the CUP Alderman Wheeler queried whether the Director of Copps Coliseum and CUP had been informed of the temperature problems in Room 219 at the City Hall. Mr. Crane was not aware of the problem(s); it was agreed that this issue would be forwarded to the Copps Coliseum Committee for discussion.

THAT FIVE HUNDRED DOLLARS ($500.) PER YEAR BE PAID TO ST. JOHN AMBULANCE ON HECFI'S BEHALF FOR SERVICES RENDERED, INCLUDING 1986 AND 1987.

MOTION CARRIED.

The following information was received for information:

(i) Mr. W. H. McFarland was elected Vice Chairman of the Executive Committee;
(ii) The Director of Finance & Administration's Report;
(iii) Marketing Services Verbal Report;
(iv) The Executive Committee will meet Wednesdays at 11:00 a.m. of the week before the HECFI Board meeting; The HECFI Board meeting to meet every third Friday of the month;
(v) Consolidated Unaudited Operating Results for HECFI for the year Ended December 31, 1987;
(vi) Unaudited Operating Results for CUP for the Year Ended December 31, 1987;
(vii) Financial Analysis of Special Events Subsidy Reserve Account;
(viii) Financial Analysis of HECFI's Reserve for Capital Projects Account;
(ix) Financial Analysis of Hamilton Place's Capital Improvement Surcharge Reserve;
(x) Review of Committee Reports: - Copps Coliseum Committee and Hamilton Convention Centre Committee.

4.1.1 Audit & Finance Committee Minutes of February 4, 1988

Discussion of page six of the February 4th minutes in respect of convention parking took place. It was generally agreed that "in-and-out" privileges should be made available to convention delegates. Currently, a flat daily fee is charged with no "in-and-out" privileges. It was

MOVED by Mr. Yates, seconded by Mr. Levitt that

MANAGEMENT BE INSTRUCTED TO NEGOTIATE A REDUCED DAILY PARKING FEE FOR CONVENTION PURPOSES.

MOTION CARRIED.

Mayor Morrow opposed the motion.

MOVED by Dr. Bart, seconded by Mr. Cino that

THE AUDIT & FINANCE COMMITTEE MINUTES OF FEBRUARY 4, 1988 BE RECEIVED.

MOTION CARRIED.

4.2 Copps Coliseum Committee Second Report

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE REPORT, COPPS COLISEUM - NO SMOKING POLICY BE APPROVED.

During discussion of this item Mr. Crane was requested to investigate the possibility of increased air movement during intermissions.

THAT AN APPROPRIATE DONATION BE MADE ANNUALLY TO THE ST. JOHN AMBULANCE FOR THEIR SERVICES TO COPPS COLISEUM AND OTHER HECFI FACILITIES AND THAT THE DONATION BE RETROACTIVE TO THE YEARS 1986 AND 1987.

THAT THE DRAFT COPPS COLISEUM COMMENT CARD AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM BE APPROVED.

THAT THE COPPS COLISEUM AND CENTRAL UTILITIES PLANT 1988 - 1990 CAPITAL BUDGET PROJECTS BE APPROVED AND PROCEEDED WITH AS PROVIDED FOR IN THE 1988-1992 CAPITAL BUDGET PROGRAMME SUBJECT TO CITY COUNCIL APPROVAL OF 1988-1992 CAPITAL BUDGET PROGRAMME FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT (see item 4.1 Executive Committee Report documenting the list of items).

MOTION CARRIED.

The following items were received for information:

(i) Status Report on Confirmed Events/Performances at Copps Coliseum - March 1988 - June 1988;
(ii) Letter from Mr. L. V. Hayden, Town Clerk of Ancaster;
(iii) Client Evaluation Form - Hockey Canada;
(iv) Consolidated Unaudited Operating Results for HECFI for the year ended December 31, 1987;
(v) Unaudited Operating Results for the Central Utilities Plant for the year Ended December 31, 1987;
(vi) Report by the Director of Copps Coliseum.

4.2.1 Copps Coliseum Committee Minutes of January 27, 1988

MOVED by Alderman Murray, seconded by Mr. Beattie that

THE COPPS COLISEUM COMMITTEE MINUTES OF JANUARY 27, 1988 BE RECEIVED.

MOTION CARRIED.

4.3 Hamilton Convention Centre Committee Second Report

MOVED by Mr. Yates, seconded by Mr. Casey that

THE HAMILTON CONVENTION CENTRE COMMITTEE SECOND REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) The first in a series of semi-annual reports in respect of Client Evaluations;
(ii) Director's Report - January 1988;
(iii) Correspondence;
(iv) Client Evaluations;
(v) Unaudited Operating Results for the Year Ended December 31, 1988;
(vi) Management to continue to monitor the garbage disposal problems;

(vii) Discussion took place with respect to a proposed Convention Centre in Burlington;
(viii) A review of the Terms of Reference took place.

4.3.1 Hamilton Convention Centre Committee Minutes of January 29, 1988

MOVED by Mr. Yates, seconded by Mr. Beattie that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF JANUARY 29, 1988 BE RECEIVED.

MOTION CARRIED.

5. New Business

6. Other Business

6.1 Freedom of Information and Protection of Privacy Act, 1987 (Ontario)

Correspondence dated February 29, 1987 from Ross & McBride was received for information. The correspondence outlined the Freedom of Information and Protection of Privacy Act and how it affects HECFI. The Board requested that Management obtain a copy of the Act.

6.2 Thank You Note from Mr. E. Matthews

The Thank You Note from Mr. E. Matthews in respect of HECFI's donation to the Lung Association in Mrs. Matthews' memory was received for information.

6.3 Copps Coliseum Uniforms

Dr. Bart suggested that Copps Coliseum management consider the possibility of incorporating brightly coloured uniforms for the attendants as those presently worn are difficult to see when trying to locate an attendant. This issue was referred to the Copps Coliseum Committee for further discussion.

7. Date of Next Meeting

MOVED by Alderman Wheeler, seconded by Mr. Yates that

THE HECFI BOARD OF DIRECTORS' MEETINGS BE HELD AT THE HAMILTON CONVENTION CENTRE.

MOTION CARRIED.

The next meeting will be held:

April 15, 1988, 8:00 A.M.
Hamilton Convention Centre

8. In-Camera Session

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED AT 9:45 A.M.

THE IN-CAMERA MINUTES OF FEBRUARY 12, 1988 BE APPROVED.

THE IN-CAMERA EXECUTIVE COMMITTEE REPORT OF MARCH 2, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT MANAGEMENT DEVELOP A POLICY ON BREACH OF CONFIDENTIALITY AND SUBMIT IT TO THE EXECUTIVE COMMITTEE AT ITS NEXT MEETING.**

THE AUDIT & FINANCE COMMITTEE IN-CAMERA MINUTES OF FEBRUARY 4, 1988 BE RECEIVED.

THE COPPS COLISEUM IN-CAMERA REPORT OF FEBRUARY 24, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

> **THAT PROPOSALS BE CALLED FOR FROM THE FOLLOWING THREE (3) COMPANIES WITH RESPECT TO MARKETING DISPLAY ADVERTISING IN COPPS COLISEUM: (i) Potentiel Inc.; (ii) Canadian Controlled Media Communications; (iii) Core Media Inc.**

THE COPPS COLISEUM IN-CAMERA MINUTES OF JANUARY 27, 1988 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT OF FEBRUARY 26, 1988 BE APPROVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MINUTES OF JANUARY 29, 1988 BE RECEIVED.

NO ACTION BE TAKEN ON THE REQUEST FOR SUBSIDY FOR THE KENNY ROGERS CONCERT ON APRIL 13, 1988.

MANAGEMENT PREPARE A REPORT IN RESPECT OF THE SUBSIDY REQUEST FROM THE SKATE-A-THON PROMOTERS TO BE PRESENTED TO THE NEXT EXECUTIVE COMMITTEE MEETING.

THE IN-CAMERA SESSION BE ADJOURNED AT 10:30 A.M.

TAKEN AS READ AND APPROVED

_____
Alderman B. Hinkley, Chairman

_____
Patricia Bennett, Secretary

Attachment 5.1

5.1 Executive Committee Second Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS OF THE EXECUTIVE COMMITTEE MEETING OF APRIL 6, 1988

The Executive Committee presents its **SECOND** Report and respectfully recommends:

1. Special Events Subsidy Fund Applications -

1.1 (a) City of Hamilton Minor Hockey Championship Day April 9, 1988
(b) City of Hamilton Ringette Day April 10, 1988

That the minimum Basic Building Fee of $6,500 per day and the actual Event Staff/Event Sheet Charges incurred for the use of Copps Coliseum by the City of Hamilton Minor Hockey Championship Day (April 9/88) and the City of Hamilton Ringette Day (April 10/88) be financed by the HECFI Special Events Subsidy Fund.

Note: See attached **Schedule "A".**

1.2 Multiple Sclerosis Society of Canada - Hamilton District Society Request for Financial Assistance from Special Events Subsidy Fund for the Staging of "M.S. Skate-a-Thon" on November 19, 1988

That no action be taken on the request for subsidy from the Multiple Sclerosis Society of Canada - Hamilton District for the staging of the M.S. Skate-a-Thon on November 19, 1988.

Note: The M.S. Society would be permitted to licence the use of Copps Coliseum for the "M.S. Skate-a-Thon" on November 19, 1988, under the terms and conditions outlined in **Schedule "B".**

2. Draft By-law No. 2 to Amend Special By-law No. 1 and Establish an Executive Committee

That the HECFI Board approve the proposed attached By-law No. 2 to Amend Special By-law No. 1 and Establish an Executive Committee.

Note: Once the Board has passed By-law No. 2, it will then remain in effect until the next Annual Meeting of the Members, at which meeting, the Members should confirm By-law No. 2. See attached **Schedule "C".**

3. Disposition of CUP Surplus

That the operating surplus for 1988 and thereafter from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant.

Note: See attached **Schedule "D"**.

4. Hamilton Convention Centre - Kitchen Expansion

That approval be granted for Convention Centre Management to tender for equipment and construction in accordance with the report prepared by Mr. Trevor Garwood-Jones.

5. Central Utilities Plant - Upgrading of Computerized Building Management System; Release of Holdback, Honeywell Limited

That the holdback monies retained by The Corporation of the City of Hamilton, Treasury Department in the total amount of $26,127.00 be released to the Contractor, namely, Honeywell Limited, subject to a lien search being conducted by the City Solicitor's Department and approval by the Treasury Department.

6. 1987 Audit Fee

That the HECFI Board approve a regular audit fee with Panell Kerr MacGillivray for the year 1987 in the total amount of $15,000.

Note: For the information of the HECFI Board, this is an increase of $500 or 3.4% over the 1986 actual fee of $14,500 and within the 1987 budget estimate of $15,600.

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as **Schedule "E"**.

2. Marketing Services Report

Attached as **"Schedule "F"**.

3. **Special Events Subsidy Fund Method of Administration**

The Committee tabled this item until the next meeting.

4. **Consolidated Unaudited Operating Results for HECFI for the Two Month Period Ended February 29, 1988**

Attached as **Schedule "G".**

5. **Unaudited Operating Results for CUP for the Two Month Period Ended February 29, 1988**

Attached as **Schedule "H".**

6. **1987 Annual Report -**

6.1 Layout

The layout/format of the HECFI 1987 Annual Report was discussed further and management is to continue to develop a draft layout.

6.2 Correspondence Received from Mrs. Dow

Attached as **Schedule "I".**

7. **Hamilton Place's Capital Improvement Surcharge Reserve - Policy**

Attached as **Schedule "J".**

8. Committee Reports

8.1 Copps Coliseum Committee

The report was considered.

8.2 Hamilton Convention Centre Committee

The report was considered.

8.3 Hamilton Place Committee

The report was considered.

RESPECTFULLY SUBMITTED

ALDERMAN BRIAN HINKLEY, CHAIRMAN
EXECUTIVE COMMITTEE

Joan M. Mills
Committee Secretary

Schedule "A"

Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416 523-5883

M E M O R A N D U M

FOR ACTION: ***** **FOR INFORMATION:**

TO: CHAIRMAN AND MEMBERS
HECFI EXECUTIVE COMMITTEE
Attn: Joan Mills

COPIES TO: B. Conacher, Managing Director/CEO, HECFI
J. Tsao, Sales Executive, Copps Coliseum

FROM: John T. Crane, Director, Copps Coliseum

DATE: March 14, 1988

SUBJECT: SPECIAL EVENTS SUBSIDY FUND APPLICATION FOR:
A) CITY OF HAMILTON MINOR HOCKEY CHAMPIONSHIP DAY APRIL 9, 1988
B) CITY OF HAMILTON RINGETTE DAY - APRIL 10, 1988

RECOMMENDATION:

That the minimum Basic Building Fee of $6,500 per day and the actual Event Staff/Event Sheet Charges incurred for the use of Copps Coliseum by the City of Hamilton Minor Hockey Championship Day (April 9/88) and the City of Hamilton Ringette Day (April 10/88) be financed by the HECFI Special Events Subsidy Fund.

BACKGROUND:

At the request of the City of Hamilton Culture and Recreation Department, the following days have been set aside for:

1) City of Hamilton Minor Hockey Championship Day - April 9/88

2) City of Hamilton Ringette Day - April 10/88

In 1987, April 11th was the City of Hamilton Minor Hockey Championship Day at Copps Coliseum and the minimum Basic Building Fee of $6,000 plus the Event Staff/Event Sheet Charges of $963.73 for the use of Copps Coliseum were financed by the HECFI Special Events Subsidy Fund.

In 1987, April 18th was the City of Hamilton Ringette Day at Copps Coliseum and the Minimum Basic Building Fee of $6,000. plus the Event Staff/Event Sheet Charges of $373.70 for the use of Copps Coliseum were financed by the HECFI Special Events Subsidy Fund.

Respectfully submitted,

JT:jd

John T. Crane
Director
Copps Coliseum

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must be approved/rejected by the** HECFI Board of Directors **prior to the event** actually taking place.

- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** City of Hamilton Minor Hockey Championship Day
City of Hamilton Ringette Day

2. **EVENT DATE(S):** April 9th/88 and April 10th/88

3. **FACILITY(IES):** Copps Coliseum

4. **HECFI MANAGEMENT RECOMMENDATION:**

That the minimum Basic Building Fee of $6,500. per day and the actual Event Staff/Event Sheet Charges incurred for the use of Copps Coliseum by the City of Hamilton Minor Hockey Championship Day (April 9/88) and the City of Hamilton Ringette Day (April 10/88) be financed by the HECFI Special Events Subsidy Fund.

Date: March 14 ,1988

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

5. **HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:**

Date:_____,19__

6. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date:_____, 19__

12. **LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:**

Name	Address	Telephone
Brian K. Conacher	101 York Boulevard Hamilton, Ontario	527-7900

13. **WHAT IS THE NATURE OF THE EVENT TO BE HELD?**

1. City of Hamilton Minor Hockey Championship Day
2. City of Hamilton Ringette Day

14. **HOW MANY PEOPLE WILL ATTEND THE EVENT?**

3,500

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? Minimal

15. **WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?**

The Events are a further extension of a continuing effort to raise public awareness of the Coliseum through personal participation by those citizens whose tax dollars...now and in the future...must support it. This event is invaluable from a public relations stand point. Both the City of Hamilton and HECFI share the accrued benefit.

16. **IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?**

Yes [X] No [ ]

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes [X] No [ ]

17. **IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?**

Yes [ ] No [X]

If YES, give explanation:

18. **WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON?** (Based on current IACVB figures)

_____people x_____days x $_____+ =$ N/A

19. **WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?**

Please see Item 15.

20. **WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?**

- A minimum Basic Building Fee of $6,500. per day

- All Event Staff/Event Sheet Charges

21. **DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES?** **Yes** [ ] **No** [X]

If "YES", what is the dollar amount? - $_____

22. **WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?**
$ approx. $14,500.

23. **IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE?** - $ approx. $14,500.

24. **WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?**

- approx. $14,500.

25. **HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?**

Yes [ ] No [X]

26. **HECFI MANAGEMENT APPROVALS:**

Facility Director - John C. Lunn Date: March 15/88

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - John A Lunn Date: March 16/88

Managing Director/ CEO _____ Date: March 15/88

*Check box if support documentation attached -

April, 1987

Schedule "B"

Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416 523-5883

M E M O R A N D U M

MEMO TO: CHAIRMAN AND MEMBERS
HECFI EXECUTIVE COMMITTEE
Attn: Joan Mills

FROM: J. T. Crane, Director, Copps Coliseum

COPIES TO: B. K. Conacher, Managing Director/CEO, HECFI
J. Tsao, Sale Executive, Copps Coliseum

DATE: March 15th, 1988

RE: **MULTIPLE SCLEROSIS SOCIETY OF CANADA - HAMILTON DISTRICT SOCIETY REQUEST FOR FINANCIAL ASSISTANCE FROM SPECIAL EVENTS SUBSIDY FUND FOR THE STAGING OF "M.S. SKATE-A-THON" ON NOVEMBER 19TH, 1988**

RECOMMENDATION:

That no action be taken on the request for subsidy for the above noted event. Further, the M.S. Society be permitted to licence the use of Copps Coliseum for the "M.S. Skate-a-Thon" on November 19th, 1988, under the following terms and conditions:

BASIC BUILDING FEE

- A minimum of $6,500. or 12% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater, per performance.

TICKET SELLING COMMISSION

- If and where applicable, a minimum of $300. or 3% of the gross ticket revenues (less any applicable admission sales taxes) whichever is greater, per performance.

- Further, the Licencee to pay, if and where applicable, a Credit Card Service Charge of 3% of the sale of tickets by Credit Card.

EVENT STAFF/EVENT SHEET CHARGES

- The Licencee is responsible to pay the costs of all Event Staff and Event Sheet Charges.

SOUVENIR, NOVELTY AND PROGRAM SALES

- Copps Coliseum shall receive 15% of the Gross Revenues (less any applicable retail sales taxes) derived form the sale of souvenirs, novelties and programs directly related to the Event. Further, the Licencee shall be responsible for the payment and the remittance of all applicable retail sales taxes and costs related to the sale of its souvenirs, novelties and programs.

- The above terms and conditions will be transferred onto a standard Licence Agreement.

BACKGROUND:

The M.S. Society held its first skate-a-thon at Copps Coliseum on March 22, 1986. The Society was charged the minimum Basic Building Fee of $6,000. plus Event Sheet Charges of $802.20 for the licenced use of Copps Coliseum.

The M.S. Society held its second skate-a-thon at Copps Coliseum on March 14, 1987. The Society paid the minimum Basic Building Fee of $6,000. plus Event Sheet Charges of $1,529.77 for the licenced use of Copps Coliseum.

The M.S. Society has requested November 19, 1988 at Copps Coliseum to hold its 3rd annual skate-a-thon and a $3,000. deposit has been received to confirm the date. No licence agreement has been issued for this Event. The 1988 rate of the minimum Basic Building Fee ($6,500.) plus Event Charges will be charged for this Event, as mutually agreed upon.

Events of similar nature at Copps Coliseum that had been charged the same rates are:

a) Hamilton Spectator Indoor Games
b) City of Hamilton Winterfest
c) City of Hamilton Minor Hockey Day
d) Ringette Day
e) Canusa Games Opening Ceremony
f) O.U.A.A. Basketball Championship
g) O.F.S.A.A. High School Hockey Championship

Respectfully submitted,

JT:jd

J. T. Crane
Director
Copps Coliseum

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must be approved/rejected by the** HECFI Board of Directors **prior to the event** actually taking place.

- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** M.S. SKATE-A-THON

2. **EVENT DATE(S):** November 19th, 1988

3. **FACILITY(IES):** Copps Coliseum

4. **HECFI MANAGEMENT RECOMMENDATION:**

That no action be taken on the request for subsidy for the above noted event. Further, the M.S. Society be permitted to licence the use of Copps Coliseum for the "M.S. Skate-a-Thon" on November 19th, 1988, under the following terms and conditions.

BASIC BUILDING FEE

- a minimum of $6,500. or 12% of the gross ticket revenues (less any applicable admission sales taxes), whichever is greater, per performance.

Date: March 15 ,1988

(Continued next page)

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

HECFI MANAGEMENT RECOMMENDATION: (Cont'd....)

TICKET SELLING COMMISSION

- If and where applicable, a minimum of $300. or 3% of the gross tiket revenues (less any applicable admission sales taxes), whichever is greater, per performance.

- Further, the Licencee to pay, if and where applicable, a Credit Card Service Charge of 3% of the sale of tickets by Credit Card.

EVENT STAFF/EVENT SHEET CHARGES

- The Licencee is responsible to pay the costs of all Event Staff and Event Sheet Charges.

SOUVENIR, NOVELTY AND PROGRAM SALES

- Copps Coliseum shall receive 15% of the Gross Revenues (less any applicable retail sales taxes) derived from the sale of souvenirs, novelties and programs directly related to the Event. Further, the Licencee shall be responsible for the payment and the remittance of all applicable retail sales taxes and costs related to the sale of its souvenirs, novelties and programs.

- The above terms and conditions will be transferred onto a standard Licence Agreement.

5. HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:

Date:_____,19__

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date:_____, 19__

7. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

Multiple Sclerosis Society of Canada-Hamilton District Society
Full Legal Name Required of Person(s)/Organization(s)

Address: 48 Wentworth Street South

Hamilton, Ontario

L8n 2Y3 — **Postal Code**

416-527-7874 — **Telephone Number**

Contact Person(s): Ron Dawson

48 Wentworth Street South, Hamilton, Ontario

L8N 2Y3 — **Postal Code**

416-527-7874 — **Telephone Number**

8. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?** ☒ **yes** ☐ **no**

*If YES it should be attached hereto.

9. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

- Please see attached written request.

10. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:**

- IS THE ORGANIZATION PROFIT ORIENTED? ☐ yes ☒ no
- IS THE ORGANIZATION NON-PROFIT? ☒ yes ☐ no
- IS THE ORGANIZATION CHARITABLE? ☒ yes ☐ no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:**

- The Multiple Sclerosis Society

12. **LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:**

Name	Address	Telephone
Ron Dawson	48 Wentworth St. S.	527-7874

13. **WHAT IS THE NATURE OF THE EVENT TO BE HELD?**

- Skate-a-Thon

14. **HOW MANY PEOPLE WILL ATTEND THE EVENT?**

300

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? minimal

15. **WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?**

- To raise funds for the M.S. Society.

16. **IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?**

Yes [X] No [ ]

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes [X] No [ ]

17. **IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?**

Yes [ ] No [X]

If YES, give explanation:

18. **WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON?** (Based on current IACVB figures)

_____people x_____days x $_____+ =$ N/A

19. **WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?**

- Public awareness
- Licence Fee
- Event Staff/Event Sheet Charges

20. **WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?**

- As per HECFI MANAGEMENT RECOMMENDATION (Item 4)

21. **DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES?** **Yes** [ ] **No** [X]

If "YES", what is the dollar amount? - $_____

22. **WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?**
$ approx. $8,000

23. **IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - $** approx. $8,000

24. **WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?**

- none

- As per HECFI MANAGEMENT RECOMMENDATION

25. **HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?**

Yes [ ] No [X]

26. **HECFI MANAGEMENT APPROVALS:**

Facility Director - John T. Crow Date: March 15, 1988

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - John A Lenser Date: March 16/88

Managing Director/ CEO - Burt Lemerton Date: March 15, 1988

*Check box if support documentation attached -

April, 1987

ROBERT M. MORROW
MAYOR

Hamilton

RECEIVED MAR 10 1988

09 March 1988

M E M O

TO: Ms. Pat Bennett
Secretary
H.E.C.F.I. Board

FROM: Mayor Robert M. Morrow

RE: "Skate-a-thon" - Saturday, November 19 - sponsored by Multiple Sclerosis Society and the Kiwanis Club, Hamilton East - to be held at Copps Coliseum

Would you please have the request, as set out in the attached letter, that this function be considered a "special event" placed on the agenda of the next H.E.C.F.I. Board meeting.

Thank you.

RMM/cd
Attch.

The Board of Education for the City of Hamilton

100 MAIN STREET WEST, P.O. BOX 558
HAMILTON, ONTARIO, CAN. L8N 3L1

TELEPHONE (416) 527-5092

1988 03 04

His Worship Mayor Robert Morrow
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Your Worship:

The Multiple Sclerosis Society and the Kiwanis Club, Hamilton East are banding together to stage a "Skate-a-thon" at Copps Coliseum, Saturday November 19, 1988. The event will be conducted by volunteers from both agencies with a common purpose: to generate funds to assist those in our community less fortunate than ourselves.

We would extend a cordial invitation to you to partake in the opening ceremonies at 10:00 A.M. and join in a "Skate for Health."

Secondly, we would request the City of Hamilton to consider this activity as a "Special Event." It is exceedingly difficult to motivate caring, concerned volunteers, who give so freely of their time when such a large amount of their efforts is being consumed in rental. Any assistance you can give us in this respect would be greatly appreciated.

Yours truly,

Ron Dawson

Ron Dawson
Director M.S. Society
Director Kiwanis
Chairman, Skate-a-thon 1988.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BY-LAW NO. 2

BEING a By-law amending Special By-Law No. 1 and establishing an Executive Committee of the Board of Directors.

WHEREAS the Board of Directors of Hamilton Entertainment and Convention Facilities Inc. deem it expedient that a by-law should be passed for the purposes hereinafter set forth.

NOW THEREFORE BE IT ENACTED and it is hereby enacted as a by-law of Hamilton Entertainment and Convention Facilities Inc. as follows:

1. Paragraph 4.01 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

4.01 Committes of the Board. The Board shall appoint a Standing Committee for each of:

(i) "Theatre-Auditorium" (Hamilton Place Theatre Committee);
(ii) "Convention Centre" (Hamilton Convention Centre Committee);
(iii) "Trade Centre-Arena" (Copps Coliseum Committee);
(iv) An Executive Committee of the Board (The Executive Committee).

2. Paragraph 4.02 of Special By-law No. 1 is hereby repealed and the following is substituted therefore:

4.02 Committee Membership.

(i) Each of the Committees referred to in subparagraphs 4.01(i), (ii) and (iii) shall be comprised of not less than seven (7) members of the Board, including the Mayor, the Chairman of the Board and at least one Member of Council;

(ii) The Executive Committee shall be comprised of not less than seven (7) Members of the Board, including the Mayor, the Chairman of the Board, the Chairman of each of the Committees referred to in subparagraphs 4.01(i), (ii) and (iii) and at least two (2) other Members of the Board, at least one of whom shall be a Member of Council;

(iii) All Committee Members shall be appointed annually by the Board at its meeting held immediately

subsequent to the Annual Meeting;

(iv) Committees shall be authorized to appoint their own officers, i.e. Chairman, Vice-Chairman.

PASSED by the Board of Directors this day of , 1988.

UNANIMOUSLY CONFIRMED, RATIFIED AND APPROVED by the Members this day of , 198 .

WITNESS the Corporate Seal of the Corporation.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

_____

Chairman of the Board

_____

Secretary

Hamilton Entertainment and Convention Facilities Inc.

Schedule "D"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE March 15, 1988

FOR ACTION [xx] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) Executive Committee [xx]

SUBJECT

Disposition of Central Utilities Plant Surplus for 1988 and thereafter

RECOMMENDATION

That the operating surplus for 1988 and thereafter from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant.

BACKGROUND

At the March 2, 1988 Executive Committee meeting, I was asked to bring forward to the Committee the above recommendation for its consideration at its next meeting.

The Committee may recall that the Board recommended to the City's Executive Committee in 1987 that the 1987 operating surplus from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant. The recommendation was received and considered by the City's Executive Committee at its meeting on December 3, 1987, at which time it agreed to take no action.

The City's Executive Committee in deciding to take no action on the Board's recommendation, did so after receiving the following information from the City Treasurer:

(1) that he has for some months assumed that the C.U.P. surplus would be part of the 1987 overall surplus of the City and has accordingly, recommended various appropriations in accordance with same; and

(2) that, in accordance with existing policy, surpluses from either revenues or expenditures for City departments are not separately classified for any purposes, and are included in the overall surplus of the City at year end with the disposition of this surplus approved in total by the Finance Committee and City Council.

The City Treasurer's opinion (see attached) is that since C.U.P. is a City Department, any surplus, and indeed any deficit, from this operation should continue to form part of the overall surplus of the City of Hamilton, in accordance with existing policy.

John A. Leuser, C.A.
Director of Finance

JAL:jm

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1987 December 16

Mr. John Leuser
Director of Finance
and Administration
H.E.C.F.I.
City of Hamilton

Dear Mr. Leuser

Re: Surplus from the Central Utilities Plant (C.U.P.)

I understand that at your recent Board meeting, the question of the disposition of any surplus from savings in the 1988 CUP expenditure budget be considered for placement into a separate reserve for capital projects for the CUP.

In my report to the Executive Committee, dated November 26, 1987, which dealt with the disposition of the 1987 surplus from the CUP, I included the following paragraph in the Background:

> "Surpluses originating from either revenues or expenditures for City Departments are not separately classified for any purpose, but are included in the overall surplus of the City at the end of the year, with the disposition of this surplus approved in total by the Finance Committee and City Council."

If CUP was part of the HECFI operation and not a City Department, present policy would direct any surplus to the HECFI capital reserve. In view of the fact that CUP is a City Department, it is my recommendation that any surplus, and indeed any deficit, for this operation should form part of the overall surplus of the City of Hamilton, in accordance with existing policy.

For your further information, allocations of surplus in past years have been assigned to City capital reserves with the objective of funding City capital expenditure requirements in the future for such operations as the Central Utilities Plant on a "pay-as-you-go" basis.

Please do not hesitate to contact me if you require any further information on this subject.

Yours very truly

E. C. Matthews
Treasurer

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel 416 527-7900

March 30, 1988

**Report to the Executive Committee
from the Director of Finance and Administration**

Parking Subsidization

The Committee may recall that City Council on January 26, 1988 approved:

(1) having the administration of the parking subsidization transferred to the Tourism and Convention Division of the Regional Economic Development Department; and

(2) funding the programme in 1988 up to $75,000 from the HECFI Special Events Subsidy Fund with the Region of Hamilton-Wentworth being responsible for funding the programme in 1989 and beyond.

I understand that City Council's recommendation was received by Regional Council on February 16, 1988 and then referred to the Regional Finance and Personnel Committee.

In talking to the Region's Commissioner of Finance, Mr. Lawson, I was advised that he hopes to have the Regional Finance and Personnel Committee deal with the matter on April 13, 1988. A recommendation would hopefully then be forthcoming to Regional Council on April 19, 1988.

In the interim, until Regional Council approves the transfer of this function, HECFI is continuing to administer the programme.

Status of 1987 Year-End

The Audit Committee met with Mr. Michael Collyer, the partner in charge of the audit from the firm of Pannell Kerr MacGillivray, on March 25, 1988.

The Committee reviewed the draft audited 1987 financial statements for:

(i) The Hamilton Entertainment and Convention Facilities Inc; and

(ii) The Hamilton Performing Arts Foundation Inc.

The Committee also received a letter from Mr. Collyer on the adequacy of HECFI's internal accounting controls.

The Audit Committee will be submitting its report to the next meeting of the HECFI Board on April 15, 1988.

Status of 1988 Operating Budgets

City Council approved the 1988 Operating Budgets for City Departments and Local Boards on March 8, 1988.

Status of 1988 - 1992 Capital Budgets

City Council approved final 1988-1992 Capital Budgets for City Departments and Local Boards on March 29, 1988.

In finalizing the 1988-1992 Capital Budgets, City Council deferred/deleted to following two projects:

Year		Amount	Comments
1988 -	Carpet Replacement - Hamilton Place	$160,000.00	Deferred to 1989
1990 -	Sprinkler System - Hamilton Place	$700,000.00	Deleted Projects

As a result of City Council's approval of the 1988 - 1992 Capital Budgets, management can now commence requesting that applicable HECFI Standing Committees and the Board approve proceeding with the particular projects and that the City's Executive Committee be requested to recommend the method of financing.

Once these approvals have been obtained, including approval by City Council, management can then tender the capital projects. If the tender amount is over $10,000, the awarding of the tender must be approved by the Board.

1988 Operating Budget Breakdown by Month

Attached for the Committee and Board's information are the monthly total breakdowns of revenue, expenditures and municipal contributions for the three facilities which will tie in with the monthly financial statements for each facility.

These schedules supercede any previous ones submitted to Committees or the Board since they now take into consideration expenditure information for all of 1987 which was previously not available.

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON CONVENTION CENTRE
1988
PROJECTED STATISTICAL EVENTS REPORT

MONTH	PROJECTED REVENUES	PROJECTED EXPENDITURES	PROJECTED MUNICIPAL CONTRIBUTION
January	$ 133,000.00	$ 215,369.00	$ 82,369.00
February	182,000.00	237,856.00	55,856.00
March	211,000.00	255,348.00	44,348.00
April	182,000.00	239,654.00	57,654.00
May	295,000.00	293,146.00	< 1,854.00>
June	249,000.00	278,721.00	29,721.00
July	66,000.00	180,066.00	114,066.00
August	117,000.00	209,010.00	92,010.00
September	263,000.00	279,332.00	16,332.00
October	322,000.00	314,904.00	< 7,096.00>
November	349,000.00	313,469.00	<35,531.00>
December	263,000.00	280,745.00	17,745.00
Totals	**$2,632,000.00**	**$3,097,620.00**	**$465,620.00**

Notes:

1. Number of Event Days includes Move-in/Move-Out/Rehearsal days.
2. Total sq. ft. available per day is 104,868 sq. ft.

HAMILTON PLACE THEATRE
GREAT HALL AND STUDIO THEATRE
1988
PROJECTED STATISTICAL EVENTS REPORT

MONTH	PROJECTED REVENUES	PROJECTED EXPENDITURES	PROJECTED MUNICIPAL CONTRIBUTION
January	$ 100,000.00	$ 159,411.00	$ 59,411.00
February	140,000.00	193,047.00	53,047.00
March	180,000.00	210,774.00	30,774.00
April	160,000.00	196,738.00	36,738.00
May	160,000.00	200,994.00	40,994.00
June	120,000.00	182,439.00	62,439.00
July	100,000.00	160,601.00	60,601.00
August	100,000.00	154,945.00	54,945.00
September	135,000.00	192,225.00	57,225.00
October	170,000.00	216,674.00	46,674.00
November	173,200.00	204,873.00	31,673.00
December	145,000.00	187,269.00	42,269.00
Totals	**$1,683,200.00**	**$2,259,990.00**	**$576,790.00**

Notes:

1. Number of Event Days includes Move-in/Move-Out/Rehearsal days.
2. A reconciliation of TOTAL PROJECTED REVENUES (above) to TOTAL PROJECTED EVENT REVENUES is available upon request.

COPPS COLISEUM
1988
PROJECTED STATISTICAL EVENTS REPORT

MONTH	PROJECTED REVENUES	PROJECTED EXPENDITURES	PROJECTED MUNICIPAL CONTRIBUTION
January	$ 113,420.00	$ 147,346.00	$ 33,926.00
February	240,600.00	183,913.00	<56,687.00>
March	240,950.00	196,950.00	<44,000.00>
April	91,680.00	135,365.00	43,685.00
May	70,350.00	123,191.00	52,841.00
June	71,300.00	121,902.00	50,602.00
July	134,100.00	135,255.00	1,155.00
August	90,200.00	131,361.00	41,161.00
September	102,750.00	136,827.00	34,077.00
October	190,650.00	169,782.00	<20,868.00>
November	249,250.00	195,388.00	<53,862.00>
December	126,150.00	149,790.00	23,640.00
Totals	**$1,721,400.00**	**$1,827,070.00**	**$105,670.00**

Notes:

1. Number of Event Days includes Move-in/Move-Out/Rehearsal days.

2. A reconciliation of TOTAL PROJECTED REVENUE (above) to TOTAL PROJECTED EVENT REVENUES is available upon request.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **COPPS COLISEUM COMMITTEE**
HAMILTON CONVENTION CENTRE COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HECFI EXECUTIVE COMMITTEE

FROM: Brian K. Conacher, Managing Director/CEO

DATE: March 17, 1988

SUBJECT: **MARKETING SERVICES REPORT - March, 1988**

- At your meetings in February, verbal reports were presented by the management Directors of each facility on behalf of the Marketing Services Department in the absence of both MARY WEBB - Marketing Services Manager and BRIAN CONACHER - HECFI Managing Director/CEO.

- MARY WEBB was on vacation from February 15 to March 1, 1988. Within a few days of her return, she became seriously ill with pneumonia. She is not expected to return to work until near the end of March.

- In her absence, myself and NORM MARSHALL met with our ad hoc advertising agency OK&D in order to continue work on a couple of priority projects in the absence of MARY WEBB:

  1. Ad concept/layout development for new facility ads for publications.

  2. 1987 HECFI ANNUAL REPORT.

  3. Hiring third ADVERTISING, PROMOTIONS, PUBLIC RELATIONS COORDINATOR.

1. Ad Concept/Layout Development For New Facility Ads For Publications

- On March 16, 1988 a meeting was held with OK&D and myself, NORM MARSHALL, TOM BURROWS, JOHN CRANE and BILL PENFOLD.

- OK&D presented their ad concepts/layouts for the ads for publications for the three facilities.

- As a result of this meeting OK&D made presentations to all three facility COMMITTEES.

2. 1987 HECFI ANNUAL REPORT

- On March 16, 1988 a meeting was held with OK&D and myself and NORM MARSHALL.

- The wishes of the HECFI Executive Committee and HECFI Board of Directors were conveyed to OK&D.

- OK&D plan to have a draft layout available for the HECFI Executive Committee meeting April 6, 1988.

3. Hiring Third ADVERTISING, PROMOTIONS, PUBLIC RELATIONS COORDINATOR

- 185 people applied for this position with several more coming in after the deadline.

- Screening took place to reduce to 46 applicants who were all interviewed.

- Currently down to a short list of 7 finalists.

- The final selection has been delayed until MARY WEBB returns and can be part of the final selection process.

Respectfully submitted,

Brian K. Conacher
Managing Director/CEO

cc: Mary Webb
Norm Marshall

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

TWO MONTH PERIOD ENDED FEBRUARY 29, 1988

Schedule "G"

Hamilton Entertainment and Convention Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE March 16, 1988

FOR ACTION ☐ FOR INFORMATION XXX File No. _____

TO: BOARD ☐ (OR) All Committee XXX

Subject

Consolidated Unaudited Operating Results for HECFI for the Two Month Period Ended February 29, 1988.

Comments

HECFI - Consolidated

HECFI's budgetary surplus for the two month period ended February 29, 1988 was $192,793.

An analysis of the approximate budgetary surpluses by facility/ division is as follows:

	Budgetary Surplus For The Two Month Period Ended February 29, 1988
Hamilton Convention Centre	$ 47,456
Hamilton Place Theatre	12,822
Copps Coliseum	75,624
Corporate	56,892
HECFI Total	**$192,794**

An analysis of HECFI's revenue performance for the two month period in relation to the budget and the prior year by facility/division is summarized in the following two tables:

	A Comparison Of Actual With Budgeted Revenue For The Two Month Period Ended Feb. 29, 1988		**Increase (Decrease) Over Budget**	
	Actual	**Budget**	**$ Amount**	**Percentage**
Hamilton Convention Centre	$ 325,215	$ 315,000	$ 10,215	3.2 %
Hamilton Place Theatre	211,124	240,000	(28,876)	(12.0 %)
Copps Coliseum	421,660	354,020	67,640	19.1 %
Corporate	103,142	80,297	22,845	28.5 %
HECFI Total	**$1,061,141**	**$ 989,317**	**$ 71,824**	**6.2 %**

	A Comparison Of 1988 Actual With 1987 Actual Revenue For the Two Month Period Ended Feb.29,1988		Increase (Decrease) Over 1987	
	1988	1987	$ Amount	Percentage
Hamilton Convention Centre	$ 325,215	$ 328,988	$ (3,773)	(1.1 %)
Hamilton Place Theatre	211,124	214,294	(3,170)	(1.5 %)
Copps Coliseum	421,660	198,777	222,883	112.1 %
Corporate	103,142	70,834	32,308	45.6 %
HECFI Total	**$1,061,141**	**$ 812,893**	**$248,248**	**30.5 %**

Hamilton Convention Centre

The Hamilton Convention Centre realized a budgetary surplus of approximately $47,456 for the two month period ended February 29, 1988.

The budgetary surplus of $47,456 arose due to a combination of expenditures being $37,241 or 8.2% below that budgeted for the two month period, while revenue exceeded that budgeted by $10,215 or 3.2%.

Hamilton Place Theatre

For the two month period ended February 29, 1988, Hamilton Place Theatre realized a budgetary surplus of approximately $12,822. This surplus arose primarily due to a total of $12,364 in below budget administration and maintenance expenditures.

Copps Coliseum

Copps Coliseum realized a budgetary surplus of approximately $75,624 for the two month period ended February 29, 1988.

The budgetary surplus arose due to a combination of revenue exceeding that budgeted by $67,640 or 19.1% while expenditures were $7,984 or 2.4% below that budgeted for the two month period.

The two month revenue budget was based on 26 events/performances of which 29 were realized.

Corporate

For the two month period ended February 29, 1988, the Corporate Department realized a budgetary surplus of approximately $56,892.

This surplus arose from:

(1) a $24,061 surplus being realized from the Box Office Operation;

(2) below budget administration expenditures of $13,586; and

(3) below budget marketing expenditures of $24,748.

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT FEBRUARY 29, 1988

ASSETS		LIABILITIES AND RESERVES	
CURRENT		**CURRENT**	
CASH	$16,500	ACCOUNTS PAYABLE AND ACCRUALS	$476,939
ACCOUNTS RECEIVABLE	$1,152,011	ADVANCE TICKET SALES AND DEPOSITS	$883,362
PREPAIDS	$31,890	UNREDEEMED GIFT CERTIFICATES	$105,385
INVENTORIES	$96,960	TOTAL CURRENT LIABILITIES	$1,465,686
DUE FROM CITY OF HAMILTON	$203,325		
		RESERVES	$35,000
TOTAL ASSETS	$1,500,686	TOTAL LIABILITIES AND RESERVES	$1,500,686

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED				
	The Two Month Period Ended February 29 1988		The Two Month Period Ended February 29 1988		The Two Month Period Ended February 29 1988		The Two Month Period Ended February 29 1988		The Two Month Period Ended February 29 1988		Annual Budget For 1988	% of 1988 Annual Budget Spent or Achieved	The Two Month Period Ended February 28 1987
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
ue	$315,000	$325,215	$240,000	$211,124	$354,020	$421,660	$90,297	$103,142	$999,317	$1,061,141	$6,520,600	16.3%	$812,893
ditures	$453,225	$415,984	$352,458	$310,760	$331,259	$323,275	$271,651	$227,604	$1,408,593	$1,277,623	$8,966,560	14.2%	$1,174,172
s of ditures Revenue Operations	$138,225	$90,769	$112,458	$99,636	($22,761)	($98,385)	$181,354	$124,462	$409,276	$216,482	$2,445,960	8.9%	$361,279
ibution the City ilton	$138,225	$138,225	$112,458	$112,458	($22,761)	($22,761)	$181,354	$181,354	$409,276	$409,276	$2,445,960 (1)	16.7%	$466,875
ary us(Deficit) ruary 29		$47,456		$12,822		$75,624		$56,892		$192,794			$105,596

(1) Includes $49,000 of the 1987 operating surplus carried forward to 1988.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	Budgeted Operating Results For The Two Month Period Ended February 29 1988	Actual Operating Results For The Two Month Period Ended February 29 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Opera Results For The Two Month Period Ended February 28 1987
	(1)	(2)	(3)	(4)	(5)
REVENUE					
RENTALS AND LICENCE FEES	$387,100	$46,065	$69,890	18.1%	$55,241
OTHER RENTALS	21,000	2,499	4,002	19.1%	3,536
FOOD AND BEVERAGE SALES	2,079,500	248,663	232,741	11.2%	253,607
RECOVERIES	82,000	9,757	11,495	14.0%	9,433
OTHER REVENUE	62,400	8,016	7,087	11.4%	7,171
	$2,632,000	$315,000	$325,215	12.4%	$328,988
EXPENDITURES					
ADMINISTRATION	$319,690	$53,380	$49,688	15.5%	$49,537
BUILDING MAINTENANCE	385,590	61,190	46,489	12.1%	51,137
OPERATIONS	105,180	16,996	14,886	14.2%	13,715
SECURITY	107,000	15,832	17,182	16.1%	13,131
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	127,680	22,338	22,253	17.4%	17,842
FOOD AND BEVERAGE - KITCHEN	853,040	113,624	106,766	12.5%	115,406
FOOD AND BEVERAGE - BANQUET	932,950	125,507	120,547	12.9%	121,172
MACNAB ARMS	0	0	0	0.0%	5,012
MARKETING	266,490	44,358	38,173	14.3%	40,636
	$3,097,620	$453,225	$415,984	13.4%	$427,588
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$465,620	$138,225	$90,769	19.5%	$98,600

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	The Two Month Period Ended February 29 1988	The Two Month Period Ended February 29 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For The Two Month Period Ended February 28 1987
	(1)	(2)	(3)	(4)	(5)
REVENUE					
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	$335,000	$45,739	$43,421	13.0%	$44,374
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	61,000	8,420	8,827	14.5%	1,581
OTHER RENTALS	77,950	12,986	10,928	14.0%	9,699
FOOD AND BEVERAGE SALES	156,400	22,206	21,686	13.9%	16,901
RECOVERIES	964,750	137,172	115,185	11.9%	129,627
OTHER REVENUE	88,100	13,477	11,077	12.6%	12,112
	$1,683,200	$240,000	$211,124	12.5%	$214,294
EXPENDITURES					
ADMINISTRATION	$426,250	$76,544	$70,005	16.4%	$62,215
MAINTENANCE	267,090	44,070	38,245	14.3%	51,407
MEETING ROOMS	4,800	800	30	0.6%	586
FRONT OF HOUSE	142,280	20,810	18,830	13.2%	16,459
OPERATION - SPECIFIC SHOW EXPENSES	782,610	110,590	98,729	12.6%	85,289
SECURITY	62,600	9,469	7,953	12.7%	8,881
STAGE - PROPERTY	337,260	55,967	51,470	15.3%	52,439
SHOW PROMOTIONS	124,880	18,275	14,327	11.5%	20,494
BEVERAGE AND CATERING SERVICE	112,220	15,933	11,171	10.0%	10,569
	$2,259,990	$352,458	$310,760	13.8%	$308,339
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	$576,790	$112,458	$99,636	17.3%	$94,045

... detail on the above balances is available upon request.

These meetings resulted in an agreement to discount the .50 surcharge to subscribers by the same percentage discount (approximately 15%) offered by the organization on subscription ticket prices.

No complaints or objections have been received from individual patrons, subscribers or community organizations since the 1983 season.

Reaction - Commercial Promoters/Clients

The two promoters most often presenting attractions at Hamilton Place were opposed. Both Skarratt Promotions and Concert Productions International objected to the imposition of a surcharge. They argued that by adding .50 to their estimate of what the market would bear as a top ticket price, potential profit was reduced and that it increased the cost of doing business with Hamilton Place.

In fact - those promoters guarantee an amount to the artist (most often American) and offer a percentage to the artist on box office revenue after recovery of local costs including a promoter's profit of 10-15%. If the fact of the surcharge is part of the negotiation with the artist/attraction - the promoter does not suffer.

The concept of a surcharge - taking .50 per patron out of consideration in any financial settlement - in addition to taxing the user of the facility for facility maintenance - is to retain a small portion of the total paid by the patron that may not be divided contractually between promoter and artist/ attraction.

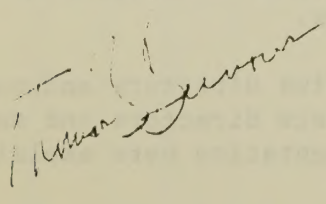
In the great majority of rentals by promoters, the artist/attraction in question is from the United States. Of Net Box Office receipts, between 60% and 90% leaves the country as payment to the artist.

Conclusion

The Capital Improvement Surcharge is a significant source of revenue exclusively dedicated to improvements, replacements and repairs necessary to the maintenance of our facilities.

Once in place, it is accepted and then forgotten by patrons, rentors and promoters.

In our experience, the implementation of the surcharge did not reduce the number of presentations by either C.P.I. or Skarratt Promotions.



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416 525-3100

MEMO TO: Mr. Brian Hinkley, Chairman,
HECFI Executive Committee
Mr. Brian Conacher, Managing Director/CEO
Mr. John Leuser, Director, Finance & Administration
Mrs. Joan Mills, Secretary, HECFI Executive Committee

FROM: Thomas Burrows, Director,
Hamilton Place

DATE: March 7, 1988

SUBJECT: CAPITAL IMPROVEMENT FUND SURCHARGE - HAMILTON PLACE

In response to the request for information concerning the ticket surcharge which has been in effect for Hamilton Place events/attractions since September of 1983, please find enclosed a summary of correspondence with letters, memos and board minutes attached.

BACKGROUND INFORMATION:

Implementation

A ticket surcharge was approved by the Toronto Metropolitan Council for O'Keefe Centre in April of 1980. This document is available if required. Kitchener's Centre in the Square, following meetings with the Hamilton Place Board and Management, adopted a similar policy which they implemented in 1982. Hamilton Place Policy was announced to annual users of the facility (H.P.O., Opera Hamilton) in February 1983 and to all clients in May of 1983 for implementation in September of 1983. This advance notice was given in order that users with subscription offers could include information in their advance publicity material..

Reaction - Patrons and Community Organizations

Concern that patrons would object to the surcharge proved unfounded in the experience of all three theatres. Only four objections were received by Hamilton Place and all were from H.P.O. subscribers.

Concerns expressed by the H.P.O. and Theatre Aquarius directors and management were the subject of meetings with Hamilton Place directors and management during which the concept and method of implementation were explained and concerns discussed.

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THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	Budgeted Operating Results For The Two Month Period Ended February 29 1988	Actual Operating Results For The Two Month Period Ended February 29 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For The Two Month Period Ended February 28 1987
	(1)	(2)	(3)	(4)	(5)
REVENUE					
RENTAL, LICENCE FEES AND SHOW REVENUES	$724,000	$175,000	$210,936	29.1%	$99,371
OTHER RENTALS	205,500	15,000	7,352	3.6%	2,900
FOOD AND BEVERAGE CONCESSIONS	300,000	64,000	96,151	32.1%	54,025
RECOVERIES	453,800	91,520	94,203	20.8%	40,221
OTHER REVENUE	38,100	8,500	13,018	34.2%	2,260
	$1,721,400	$354,020	$421,660	24.5%	$198,777
EXPENDITURES					
ADMINISTRATION	$351,830	$57,684	$52,007	14.8%	$54,285
MAINTENANCE	570,500	112,125	112,137	19.7%	81,857
EVENT PLANNING/OPERATIONS	520,440	99,238	89,882	17.3%	58,680
IATSE PAYROLL	94,300	9,548	16,791	17.8%	497
SECURITY	198,920	38,597	37,636	18.9%	25,909
SOUVENIRS	0	0	0	0.0%	0
MARKETING	91,080	14,067	14,822	16.3%	16,335
	$1,827,070	$331,259	$323,275	17.7%	$237,563
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$105,670	($22,761)	($98,385)	0.0%	$38,786

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1988 Budget	Budgeted Operating Results For The Two Month Period Ended February 29 1988	Actual Operating Results For The Two Month Period Ended February 29 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For The Two Month Period Ended February 28 1987
	(1)	(2)	(3)	(4)	(5)
REVENUE					
BOX OFFICE REVENUE	$423,000	$80,130	$93,142	22.0%	$60,834
OTHER REVENUE	61,000	10,167	10,000	16.4%	10,000
	$484,000	$90,297	$103,142	21.3%	$70,834
EXPENDITURES					
ADMINISTRATION	$709,540	$122,018	$108,432	15.3%	$111,735
MARKETING	636,290	72,171	47,423	7.5%	29,308
BOX OFFICE	436,050	77,462	71,749	16.5%	59,639
	$1,781,880	$271,651	$227,604	12.8%	$200,682
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS	$1,297,880	$181,354	$124,462	9.6%	$129,848

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE TWO MONTH

PERIOD ENDED FEBRUARY 29, 1988

Schedule "H"

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE March 16, 1988

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) Copps Coliseum and Executive Committee ~~XXX~~

SUBJECT

Unaudited Operating Results for CUP for the two month period Ended February 29, 1988.

COMMENTS

The budgetary surplus for CUP for the two month period ended February 29, 1988 is approximately $9,120.00.

This surplus arose primarily due to salary, wage and benefit cost savings resulting from two position vacancies in the department and reduced overtime costs for Local 772 employees.

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:hg

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Annual 1988 Budget	The Two Month Period Ended February 29 1988	The Two Month Period Ended February 29 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For The Two Month Period Ended February 28 1987
	(1)	(2)	(3)	(4)	(5)
EXPENDITURES					
OPERATIONS	$871,000	$145,166	$125,922	14.5%	$107,830
RECOVERY FROM USERS	(573,000)	(89,908)	(106,601)	18.6%	(97,268)
MAINTENANCE	397,970	66,320	54,248	13.6%	73,747
CITY HALL	220,500	24,435	35,933	16.3%	25,915
HAMILTON CENTRAL LIBRARY	250,640	42,350	49,670	19.8%	43,985
HAMILTON FARMERS MARKET	34,320	5,807	6,708	19.5%	5,868
HAMILTON CONVENTION CENTRE	263,310	46,830	50,787	19.3%	51,371
HAMILTON PLACE	250,050	55,145	60,273	24.1%	55,446
COPPS COLISEUM	302,250	55,634	51,678	17.1%	54,987
PEDESTRIAN ARCADE/OVERPASS	48,000	8,844	7,648	15.9%	7,127
ONTARIO GOVERNMENT BUILDING	204,850	31,508	36,693	17.9%	36,113
PARKING AUTHORITY - UNDERGROUND	90,000	15,471	23,554	26.2%	16,677
ART GALLERY	108,600	16,233	18,202	16.8%	18,343
EXPENDITURES TOTAL	$2,468,490	$423,835	$414,715	16.8%	$400,141
MUNICIPAL CONTRIBUTION	$2,468,490	$423,835	$423,835	17.2%	$477,749
BUDGETARY SURPLUS (DEFICIT)	$0	$0	$9,120	-	$77,608

NOTE: The expenditure detail on the above balances is available upon request.

The Society of
Management Accountants of Canada

La Société des
comptables en management du Canada

CMA
Certified Management Accountant
Comptable en management accredite

March 22, 1988

Mr. Brian Hinkley
Chairman H.E.C.F.I.
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Brian:

Thank you for the March 17th letter. I agree with you that an "annual report" is a very important document and reflects the pride of the organization behind it. As I understand from the March 11 H.E.C.F.I. Board meeting, the upcoming report will be the first "formal" report issued by the Board. In this respect, it is very important the initial report reflects a high-calibre of material content and production quality. This report will "set the trend" for future reports and should be classic, but cost efficient.

The first item I want to address centres on the discussion at the board meeting as to the purpose and distribution of the report. I don't believe we really answered this question in detail. A quantity of 1,000 was reviewed and I don't think this is sufficient to meet our needs. This report can be an excellent and prestigious marketing tool when used correctly. I would suggest that a permanent mailing list be initiated for the report and updated each year. Along with the potential distribution discussed at the meeting, the following distribution is offered for consideration:

- Include report in all enquiries that H.E.C.F.I. receives regarding the three facilities

- Include in all Hamilton Tourist & Convention Bureau mailings

- NHL organization representatives (Copps Coliseum committee should identify the respective market)

- Meeting Planners International - Board of Directors

- Canadian Society of Association Executives - Board of Directors

- Canadian Convention & Tourism Bureaus (is there a need for a mailing to key U.S. bureaus?)

- All current users of the three facilities, e.g., Steelhawks, Theatre Aquarius, Hamilton Philharmonic, corporate users, etc.

- Organizations which used the three facilities in the past eighteen months

- Marketplaces and other events where material can be effectively displayed

- miscellaneous use as the need occurs

Based on the previous potential use for the report and as noted above, a quantity of 1,000 will not be sufficient.

The second item I want to address concerns the production, creativity and cost effectiveness. Annual Reports can be "deadly and dull". We do need pictures to "break copy and financial figures". Pictures of the three facilities along with the management team, full-time staff and Board members would add an interesting element. The three facilities can be arranged as a montage along with suitable pictures of Hamilton attractions. I have attached two Society annual reports along with one from Dofasco and one from Stelco. I know we cannot complete with the corporate reports!

The Dofasco report shows a group photo of the directors (see page 24). This may be a concept to be explored, informal setting, versus the individual "head/ shoulder" photos we see so often.

I am sure that the H.E.C.F.I. management and staff will provide suitable annual report mock-ups, sketches and layouts (prepared in-house so as not encounter cost at this stage) for initial approval. We can run into "exhorbitant costs" at the initial stages if the "dummy" report is prepared by an outside firm.

Brian, I trust the above is of assistance as it outlines my thoughts on the annual report. Perhaps much of the above content had been covered prior to my joining the Board. In any event, if you wish to distribute my letter to the other board members feel free to do so.

Don't hesitate to get in touch if you have any questions.

Cordially yours,

Mary Dow (Mrs.)
Director

Note: Has a distribution date been set for the report?

HAMILTON
PLACE
THEATRE

Box 2080 Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel 416 525-3100

MEMO TO: Mr. Brian Hinkley, Chairman,
HECFI Executive Committee
Mr. Brian Conacher, Managing Director/CEO
Mr. John Leuser, Director, Finance & Administration
Mrs. Joan Mills, Secretary, HECFI Executive Committee

FROM: Thomas Burrows, Director,
Hamilton Place

DATE: March 7, 1988

SUBJECT: CAPITAL IMPROVEMENT FUND SURCHARGE - HAMILTON PLACE

In response to the request for information concerning the ticket surcharge which has been in effect for Hamilton Place events/attractions since September of 1983, please find enclosed a summary of correspondence with letters, memos and board minutes attached.

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A ticket surcharge was approved by the Toronto Metropolitan Council for O'Keefe Centre in April of 1980. This document is available if required. Kitchener's Centre in the Square, following meetings with the Hamilton Place Board and Management, adopted a similar policy which they implemented in 1982. Hamilton Place Policy was announced to annual users of the facility (H.P.O., Opera Hamilton) in February 1983 and to all clients in May of 1983 for implementation in September of 1983. This advance notice was given in order that users with subscription offers could include information in their advance publicity material..

Reaction - Patrons and Community Organizations

Concern that patrons would object to the surcharge proved unfounded in the experience of all three theatres. Only four objections were received by Hamilton Place and all were from H.P.O. subscribers.

Concerns expressed by the H.P.O. and Theatre Aquarius directors and management were the subject of meetings with Hamilton Place directors and management during which the concept and method of implementation were explained and concerns discussed.

.... 2

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Conclusion

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Once in place, it is accepted and then forgotten by patrons, rentors and promoters.

In our experience, the implementation of the surcharge did not reduce the number of presentations by either C.P.I. or Skarratt Promotions.

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel 416 525-3100

HAMILTON PLACE CAPITAL IMPROVEMENT FUND SURCHARGE

Summary of correspondence regarding the implementation of a ticket surcharge on Hamilton Place admissions and establishment of a reserve fund, with interest accruing, to a special account earmarked for improvements, repairs and replacements required for the proper maintenance of the facility.

Enclosures:

1) Minutes of Hamilton Performing Arts Corporation Inc. meeting held October 28, 1982, containing motion for implementation.

2) Form letter, February and March, 1983, sent to users of Hamilton Place.

3) Letter, February 17, 1983 from Thomas Burrows, General Manager, Hamilton Place to Alderman Peter Peterson, Chairman, Finance Committee, explaining concept and advising of implementation.

4) Letter, March 10, 1983 from Mr. J. J. Schatz, Secretary, Finance Committee, to Thomas Burrows, noting consideration and approval and commending Hamilton Place for implementation.

5) Letter, January 9, 1985 from Thomas Burrows, General Manager, Hamilton Place, to Mr. E. C. Matthews, Treasurer, requesting that "budgetary surpluses" and "Capital Improvement Fund" revenue be segregated and accounted for separately.

6) Memorandum, January 18, 1985 from Mr. E. C. Matthews, Treasurer, to City Finance Committee with background information and recommendation for Action.

7) Memorandum, January 31, 1985 from J. J. Schatz, Secretary, Finance Committee to Mr. E. C. Matthews, City Treasurer, confirming approval of recommendation to establish a separate account for ticket surcharge revenue.

8) Letter, September 23, 1986 from Mr. John Leuser, prior to Executive Committee consideration.

9) Memorandum, October 16, 1986 from J. J. Schatz, Secretary, Executive Committee, regarding action taken by Executive and City Council at its meeting of October 14, 1986.

MINUTES OF THE 107TH MEETING OF THE BOARD OF DIRECTORS OF THE HAMILTON PERFORMING ARTS CORPORATION INC., HELD ON THURSDAY, OCTOBER 28, 1982 AT 4:00 P.M. IN THE BOARD ROOM OF HAMILTON PLACE.

PRESENT: S. Cino, J. Jaggard, F. DeNardis, J. Stowe, R. Whynott, D. Hector B. Shekter, Aldermen W. McCulloch, V. Agro, D. Lawrence, P. Drage T. Burrows By Invitation: R. Ellison & R. Turkstra

Mr. Cino brought the meeting to order at 4:10 p.m.

1. MINUTES OF THE LAST BOARD MEETING

MOTION: On motion of Mr. Stowe, seconded by Alderman Drage and unanimously carried, the minutes of the Board Meeting of September 30, 1982 were approved as circulated.

2. BUSINESS ARISING FROM THE MINUTES

All such business will be covered under subsequent headings

3. REPORTS

3.1 FINANCIAL REVIEW COMMITTEE

Mr. Hector reported on the meeting of the Committee which was held immediately prior to this meeting. Actually two separate meetings were held - one to discuss the 1983 Budget and the other to review the Financial Statements to the end of September, 1982.

Budget - Mr. Turkstra reviewed the 1983 Budget covering Revenue and Expenditures department by department, item by item, and answered any questions put forward. He stated that the preliminary estimates show an overall increase of 6.7% which includes the projected actual 1982 C.U.P. plus a 6% increase. An increase on the 1982 Budget for C.U.P. of 6% would result in an overall increase in the grant of 5.2%. The City Engineer's department has not yet advised what our 1983 C.U.P. estimate will be. Provision has been made for a 5% increase for full time and part time staff in line with the Provincial guide lines.

MOTION: On motion of Mr. Hector, seconded by Alderman Lawrence and unanimously carried, the Board approved the 1983 Budget as presented by Mr. Turkstra, subject to adjustments which may be required to reflect the final C.U.P. estimate.

Financial Statements- Mr. Turkstra presented the September Financial Statements and stated that, while the month experienced a deficit, an improvement would be made in October and the surplus should rise again. No real surprises are expected for the balance of the year.

MOTION: On motion of Mr. Hector, seconded by Mr. Jaggard and carried unanimously, the Financial Statements for September were approved as presented.

Ticket Surcharge - The pros and cons of a ticket surcharge for capital expenditures and major repairs were discussed at length. It was pointed out that an estimated $175,000 - $200,000 per year would be realized from this surcharge and that capital expenditures for the next five years total $750,000. Most board members spoke in favour of the idea of having the users help pay for capital expenditures, thereby saving tax payers' money, although Alderman Agro felt very strongly that the timing was not right. Although the surcharge will not go on until September 1, 1983, he thought the news would get out almost immediately. However, it was pointed out that this would not go before City Council until the Budget is up for review in February. The Provincial Government will take a percentage of the surcharge collected.

MOTION: On motion of Mr. Hector, seconded by Mr. Jaggard and carried by a majority (Alderman Agro opposed), the Board approved a 50¢ per ticket user charge for capital expenditures and major repairs, to commence September 1, 1983, subject to the necessary tax implications and approvals.

.....2

HAMILTON PLACE

TO ALL USERS OF HAMILTON PLACE

CAPITAL SURCHARGE TO GO INTO EFFECT SEPTEMBER 1, 1983

Please be advised that the Board of Directors of the Hamilton Performing Arts Corporation Inc. has made a decision to implement a 50¢ ticket surcharge for the Great Hall and a 25¢ ticket surcharge for the Studio Theatre, effective September 1 1983. It was approved by the Board that the proceeds from this surcharge will be held in reserve to finance major capital replacement, maintenance and upgrading projects.

All shows announced in the September 1983 monthly calendar will be affected upon publication of that issue. All subscription offers by the Hamilton Philharmonic Orchestra, Opera Hamilton, Theatre Aquarius, Hamilton Community Concerts and McMaster Symphony for performances on or after September 1, 1983, will announce the addition of the surcharge by the Hamilton Performing Arts Corporation Inc.

Promoters and other users should make their pricing decisions in the normal fashion. The Hamilton Performing Arts Corporation Inc. will add the 50¢ surcharge per ticket, making it clear to all patrons that this is a charge being levied by the theatre. Each ticket will be imprinted with a notice of the surcharge and the box office statements will include surcharge totals as part of the gross sales; however, surcharge revenue will not be included in gross sales figures that are used for calculation of rent and other percentage-based charges.

Subscription tickets for the 1983/84 season will be surcharged on the same 50¢ and/or 25% per ticket basis. Subscription brochures and other promotional material should identify the portion of the price attributed to the surcharge.

This surcharge is a user tax to ensure that HAMILTON PLACE will continue to be, in all respects, a first class facility. The Board of Directors feels strongly that the patrons of the building should share in the responsibility for financing the inevitable major equipment and furnishings replacements and building repairs.

It is estimated that no less than $750,000 must be expended over the next four years for necessary capital replacements, improvements and repairs. Definitely scheduled are: 1) Lighting Control System - $130,000 and 2) Roof Replacement - $300,000.

A ticket surcharge for Capital Reserve funds was implemented by O'Keefe Centre on September 1, 1980 and The Centre in the Square, Kitchener, on January 1,1983.

Please contact the General Manager for further information.

Thomas B. Burrows, General Manager, HAMILTON
Secretary, Hamilton Performing Arts Corporati

February 17, 1983

Alderman Peter Peterson,
Chairman, Finance Committee,
Corporation of the City of Hamilton,
Hamilton, Ontario.

Dear Alderman Peterson: Re: Implementation of a Ticket Surcharge for Capital Improvements Hamilton Performing Arts Corporation Inc.

On behalf of the Board of Directors, Hamilton Performing Arts Corporation Inc., I am forwarding, for the information of the Finance Committee, a letter to all users of Hamilton Place that explains the reasons and procedures for implementing a surcharge on all admission tickets to Hamilton Place.

Hamilton Place management, a special committee of the board and the board as a whole have considered all aspects of this action and have decided that the concept is sound and implementation necessary.

The most significant result will be a major reduction in funding required by Hamilton Place from the City of Hamilton for necessary capital replacements, improvements and repairs. We estimate a return of no less than $175,000 during the first full year (fiscal 1984) with a potential of over $200,000.

We have emphasized to all lessees and promoters that all printed promotional material and the actual theatre tickets will clearly designate the charge to the patron, as distinct from the price of admission and provincial tax - a Hamilton Place capital surcharge.

A positive aspect of the plan insures that, in cases of co-promotion contracts, when theatre admission dollars are shared, or rentals, where Hamilton Place receives 11% of sales - the surcharge is not shared. It is reserved for the exclusive use of Hamilton Place.

The citizens of Hamilton take pride in Hamilton Place. We know that all visiting artists and managers consider it an exceptional facility. A major reason for such positive reaction is that the facility, in its function and its appearance, has been extremely well maintained and cared for during our first ten years. The total cost of necessary replacements, improvements and repairs will escalate over the next four years.

For these reasons, the Hamilton Performing Arts Corporation Inc. has instituted a patron or user charge that will reduce the need for tax dollars that must be allocated to more urgent community needs including planned expansion and improvement of the downtown core.

Respectfully submitted,

TBB:jf

c.c. W. H. McFarland
Treasurer & Commissioner of Finance

Thomas B. Burrows,
General Manager, Hamilton Place
Secretary, Hamilton Performing Arts Corporation Inc.

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

March 10th, 1983

Mr. Thomas B. Burrows
General Manager, Hamilton Place
Secretary, Hamilton Performing
Arts Corporation Inc.

Re: Implementation - Ticket Surcharge for Capital Improvements

Your letter of February 17, 1983 advising of the decision of your board to implement a ticket surcharge for capital improvements to Hamilton Place, was considered by the Finance Committee at its meeting on February 3, 1983.

The committee notes, with pleasure, that you estimate a return of approximately $175,000.00 during the first full year with a potential of over $200,000.00 being realized as a result of the surcharge.

I have been asked by the Finance Committee to commend your staff and Board of Directors for implementing this system which will eventually result in less municipal contribution being required for the operation of Hamilton Place.

Yours truly,

J. J. Schatz, Secretary
Finance Committee

JJS:rw

c.c. Alderman P. J. Peterson, Chairman, Finance Committee

HAMILTON PLACE

January 9, 1985

Mr. E. C. Matthews,
Treasurer and Commissioner of Finance,
Corporation of the City of Hamilton,
City Hall,
Hamilton, Ontario.

Dear Mr. Matthews: Re: Hamilton Place Capital Reserve Fund

The Board of Directors, Hamilton Performing Arts Corporation Inc. at its meeting of January 3, 1985, instructed the General Manager to confirm with the Treasurer and Commissioner of Finance the previously approved procedures for dealing with: a) Excess of Revenue over Expenditure (Budgetary Surplus) and b) Ticket Surcharge for Capital Improvements (.50¢ per ticket Capital Improvement Surcharge).

Hamilton Place Capital Reserve Fund

In response to a letter of February 12, 1981 from Treasurer and Commissioner of Finance W. H. McFarland suggesting that "... any surplus for the year .... be set aside for capital projects" - the Board responded at its regular meeting of February 26, 1981 with the following motion:

> MOTION: On motion of Alderman Wheeler, seconded by Alderman MacDonald and unanimously carried, the recommendation of the City Treasurer was accepted and we will suggest to him that the reserve of $221,488 be earmarked, with interest earned, for future capital requirements. Further, any balance from current capital projects is to be added to the Hamilton Place Capital Reserve Fund.

Finance Committee and City Council approval was confirmed in the letter of April 1 1981 from Mr. R. M. Collier, Secretary, Finance Committee.

In summary: Budgetary surpluses are to be earmarked, with interest earned, for future capital projects and held by the City in the Hamilton Place Capital Reserve Fund

..... 2

Capital Improvement Surcharge, Hamilton Place

Correspondence with Alderman Peter Peterson, Chairman, Finance Committee, dated February 17, 1983 regarding: "Implementation of a Ticket Surcharge for Capital Improvements, Hamilton Performing Arts Corporation Inc." explains the establishment of a funding plan based on a "patron or user" charge to be dedicated exclusively to "necessary replacements, improvements and repairs."

The implementation of this plan was approved and confirmed by the Finance Committee, dated March 10, 1983, from Mr. J. J. Schatz, Secretary, Finance Committee.

As previously discussed, please consider this a formal request, on behalf of the Board that funds made available from a) Excess Revenue or Budgetary Surpluses and b) Capital Improvement Surcharge deposited with the City and dedicated, with interest earned, to the Hamilton Place Capital Reserve Fund- be segregated and accounted for separately.

It is our belief that the Finance Committee has discretionary control over the return of Budgetary Surpluses but the Capital Improvement Surcharges are held in trust by the City of Hamilton for the Hamilton Performing Arts Corporation Inc.

This letter is written with the hope that references to past recommendations and approvals by Finance and City Council will provide a convenient summary of information concerning the Hamilton Place Capital Reserve Fund.

The original concept, developed in co-operation with Treasury, was intended to result in removing Hamilton Place requirements from the necessity of debenturing when possible.

Thanking you in advance for your consideration of our request, I remain,

Sincerely yours,

Thomas B. Burrows,
General Manager

c.c. David Hector, C.A.

THE CORPORATION OF THE CITY OF HAMILTON

FROM Mr. E. C. Matthews, Treasurer (Name & Title) DATE 1985 January 18

FOR ACTION [x] FOR INFORMATION [ ] File No. _____

TO: CITY COUNCIL [ ] (OR) Finance Committee [x]

SUBJECT

To establish a Reserve for Capital Project-ticket Surcharge - Hamilton Place

RECOMMENDATION

That the fund generated from a 50¢ ticket surcharge for the Great Hall and a 25¢ ticket surcharge for the Studio Theatre be transferred to a separate reserve fund to be used to finance major capital replacement, maintenance and upgrading projects for Hamilton Place.

E. C. Matthews, Treasurer

BACKGROUND

The capital surcharge was initiated by the Board of Directors of the Hamilton Performing Arts Corporation Inc. effective September 1, 1983, and the Finance Committee was informed by a letter dated February 17, 1983 from Mr. T. B. Burrows, General Manager, Hamilton Place.

During 1983 and 1984, this capital ticket surcharge fund was deposited to the Reserve for Capital Projects - Hamilton Place along with the funds generated from the current budget operating surplus. We have now segregated this ticket surcharge fund from the Reserve for Capital Projects - Hamilton Place at the request of the Board of Directors, Hamilton Performing Arts Corporation Inc. in a letter dated January 9, 1985 and the present balance is noted below.

Total receipt from the Ticket Surcharge as at December 31, 1984	$168,111.94
Add interest income for 1984	5,608.78
	173,720.72
Less transfer of fund for capital financing - Lighting Console	33,143.73
Balance available	$140,576.99

MEMORANDUM • CITY OF HAMILTON

TO : Mr. E. C. Matthews
City Treasurer

YOUR FILE:

FROM : Mr. J. J. Schatz, Secretary
Finance Committee

OUR FILE :

SUBJECT : Capital Project - Surcharge
Hamilton Place

DATE : 1985 January 31

Please be advised that at its meeting on Jauary 24, 1985, the Finance Committee approved your recommendation that the fund generated from a 50¢ ticket surcharge for the Great Hall and a 25¢ ticket surcharge for the Studio Theatre be transferred to a separate reserve fund to be used to finance major capital replacement, maintenance and upgrading projects for Hamilton Place.

JJS/hm

c.c. Mr. T. Burrows, General Manager, Hamilton Place

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L1

Tel 416/526-4400

MEMO TO: Mr. Thomas B. Burrows, Director
Hamilton Place

DATE: September 23, 1986

FROM: John A. Leuser, C.A.,
Director of Finance
and Administration

RE: Hamilton Place Capital Improvement Fund

As discussed, I intend to arrange to have a delegation of the Audit/ Finance Committee appear before the City's Executive Committee on October 2 1986 to discuss the administration of the Hamilton Place Capital Improvement Fund.

As agreed, I understand that you will be preparing a report covering the history of the Fund and the past understanding as to its administration for the City's Executive Committee. This report should be in Mr. Leuser's possession by Monday, September 29, 1986 and in the delegation's possession by Tuesday, September 30, 1986.

As you requested, I would suggest that your recommendation be as follows:
"That the Hamilton Place Capital Improvement Fund be administered and controlled by the HECFI Board." The following note to your recommendation is also suggested:
"The administration and control of this fund was previously the responsibility of the Hamilton Place Board which dissolved when HECFI was legislated into existence."

JAL:ps

c.c. Brian K. Conacher, Managing Director/Cheif Executive Officer

Hamilton Place

MEMORANDUM • CITY OF HAMILTON

TO : Mr. B. K. Conacher, Managing Director
Chief Executive Officer, H.E.C.F.I.

YOUR FILE:

FROM : Mr. J. J. Schatz, Secretary
Executive Committee

OUR FILE :

SUBJECT : Capital Improvement Surcharge - Hamilton Place

DATE : 1986 October 16

Subjoined for your information and appropriate action is a copy of Section 3 of the Twenty-First Report of the Executive Committee which was adopted by City Council at its meeting held Tuesday, October 14, 1986.

JJS/dg

c.c.: Mr. J. Leuser, Director of Finance & Administration, HECFI
Mr. T. Burrows, General Manager, Hamilton Place
Mr. E. C. Matthews, Treasurer Attn: Mr. B. Hotrum

3. (a) That the Capital Improvement Surcharge, Hamilton Place be administered and controlled by the H.E.C.F.I. Board and that the Executive Committee be advised of all disbursements authorized by the Board.

(b) That the City Treasurer be directed to make a notation in the relevant portion(s) of the Capital Budget documentation to note which Capital Improvements are being funded from the Capital Improvement Surcharge Fund.

5.1.1 Executive Committee Minutes of March 2, 1988

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

March 2, 1988
12:00 Noon
Hamilton Room

REGULAR SESSION

PRESENT:	Ald. B. Hinkley, Chairman Mayor R. Morrow Ald. T. Murray Mr. S. Cino Mr. T. Yates Ald. J. Gallagher
ALSO PRESENT:	Mr. B. Conacher, Managing Director/ Chief Executive Officer, HECFI Mr. J. A. Leuser, Director of Finance and Administration, HECFI Mr. B. Calder, Manager of Plant & Bldg. Copps Coliseum Mr. W. Penfold, Director of Hamilton Convention Centre Mr. T. Burrows, Director of Hamilton Place Joan Mills, Committee Secretary
REGRETS:	Mr. W. H. McFarland

1. Chairman's Remarks

The Chairman welcomed everyone present and the meeting was called to order, commencing at 12:12 p.m.

2. Election of Vice-Chairman

His Worship Robert M. Morrow nominated Mr. W. H. McFarland for Vice-Chairman of the Executive Committee, adding that he thought Mr. McFarland would be an excellent choice.

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT MR. WEBB McFARLAND BE NOMINATED FOR THE POSITION OF VICE-CHAIRMAN OF THE EXECUTIVE COMMITTEE.

MOTION CARRIED.

It was

MOVED by Ald. Gallagher, seconded by Mr. Cino

THAT THE NOMINATIONS FOR THE POSITION OF VICE-CHAIRMAN BE CLOSED.

MOTION CARRIED.

3. Minutes of Previous Regular Session of the Audit/Finance Committee Meeting

It was

MOVED by Mr. Cino, seconded by Mayor Morrow

THAT THE FEBRUARY 4, 1988 AUDIT/FINANCE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

4. Director of Finance and Administration's Report

Mr. John A. Leuser, Director of Finance and Administration, advised the Committee as follows:

Staff Changes in the Finance and Administration Department

Ms. Daisy Auyeung has been hired effective March 21, 1988 as the replacement for the Finance Officer at the Hamilton Convention Centre who resigned on January 29, 1988. She was selected by both the Comptroller and I among approximately 70 applicants. She is a Level 4 C.M.A. student with 5 years accounting experience.

Alderman John Gallagher inquired as to whether informal verbal warnings to an employee are kept on record. He asked Mr. Brian K. Conacher, Managing Director/CEO if an accurate file record had been kept relative to a specific employee. Mr. Conacher stated that Mr. John T. Crane, Director of Copps Coliseum, was away from the office at present but that he would find out and report back to the Alderman. Alderman Gallagher then requested Mr. Conacher to advise him in writing.

Alderman Brian Hinkley requested that HECFI management develop its own policy on breach of confidentiality. It was

MOVED by Ald. Murray, seconded by Ald. Gallagher

THAT MANAGEMENT DEVELOP A POLICY ON BREACH OF CONFIDENTIALITY AND SUBMIT IT TO THE EXECUTIVE COMMITTEE AT ITS NEXT MEETING.

MOTION CARRIED.

4. Correspondence Received re NHL Franchise

The Committee referred to letter dated February 10, 1988 from Christian R. Piersanti from Gambin Associates, Barristers and Solicitors, 501 - 7501 Keele Street, Concord, Ontario 14K 1Y2. The Committee asked that if be referred back to management for more information. It was

MOVED by Mr. Cino, seconded by Ald. Murray

THAT LETTER DATED FEBRUARY 10,1988 FROM GAMBIN ASSOCIATES BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5. Consideration of Committee In-Camera Reports

5.1 Copps Coliseum Committee

The Committee reviewed the item relative to display advertising in Copps Coliseum. Mr. Brian K. Conacher, Managing Director/CEO advised that there now is a display panel in the building. Mr. Terry Yates asked what the cost of installation and wiring is per panel. Mr. Brad Calder advised that it is $1,700 per panel. Mr. Conacher informed the Committee that after the initial 12 panels are installed, the revenue generated will offset the cost. Mr. Yates asked that it be made clear that the project is progressing in phases. It was

MOVED by Ald. Murray, seconded by Ald. Gallagher

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON FEBRUARY 24, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5.2 Hamilton Convention Centre Committee

Following review, it was

MOVED by Mr. Yates, seconded by Mr. Cino

THAT THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT OF ITS MEETING ON FEBRUARY 26, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6. Other Business - Private Boxes

Mr. Brian K. Conacher, Managing Director/CEO reported that there have been no positive responses received to date on the licensing of the use of the private boxes. The Committee asked that the Copps Coliseum address the issue, if the status remains unchanged, at its next meeting.

7. Motion to Move Out of In-Camera

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED. (2:25 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN BRIAN HINKLEY, CHAIRMAN

Mrs. Joan M. Mills, Secretary

5.2 Copps Coliseum Committee Third Report

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

March 29, 1988

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF MARCH 23, 1988**

The Copps Coliseum Committee presents its **THIRD** Report and respectfully recommends the following:

1. Presentation by OK&D of Ad Layout

That the concept of a black and white ad incorporating a visual metaphor, as presented by OK&D, be approved.

NOTE: Documentation is attached.

2. Central Utilities Plant - Upgrading of Computerized Building Management System; Release of Holdback, Honeywell Limited

That the holdback monies retained by The Corporation of the City of Hamilton, Treasury Department in the total amount of $26,127.00 be released to the Contractor, namely Honeywell Limited, subject to a lien search being conducted by the City Solicitor's Department and approval by the Treasury Department.

NOTE: Documentation is attached.

The following are for information only:

1. Status Report on Confirmed Events/Performances At Copps Coliseum - April 1988 - July 1988

That the Status Report on Confirmed Events/Performances At Copps Coliseum - April 1988 - July 1988, be received for information.

NOTE: Documentation is attached.

2. Marketing Services

That the Marketing Services Report dated March 1988, as submitted by Mr. Brian Conacher, Managing Director/CEO, HECFI, be received for information.

NOTE: Documentation is attached.

3. S.P.A.R. Correspondence

That the report entitled Special Population Advocates For Recreation (S.P.A.R.), as submitted by Mr. John T. Crane, Director, Copps Coliseum, dated 1988 March 17, be received for information.

NOTE: Documentation is attached.

4. Temperature Problems - Room 219 - City Hall

Mr. Crane advised that the City Hall is now 26 years old and to solve the temperature problems in Room 219, a single fan coil unit needs to be installed in the ceiling.

The Chairman suggested that Mr. Crane send a memo to Mr. Simpson, City Clerk and the members of Hamilton City Council advising them of the status of the temperature problems in Room 219.

5. Air Exchange During Intermission - Copps Coliseum

Mr. Crane advised that the fan speed has been increased on the north and south sides of the Coliseum in order to alleviate the smoke problem.

6. Copps Coliseum Uniforms

Mr. Crane mentioned that this matter was initiated by Dr. Bart. He believes that by adding a white turtle neck sweater with the Copps Coliseum logo on the neck this may make the ushers/usherettes more visible to the patrons.

Alderman Gallagher suggested that the ushers/usherettes wear a hat. This matter will be discussed in more detail at a future meeting of the Copps Coliseum Committee.

7. Client Evaluation Form - CPI

That the Client Evaluation Form submitted by Concert Productions Inc. following the Return of the Monster Trucks event held at Copps Coliseum, February 5 and 6, 1988, be received for information.

NOTE: Documentation is attached.

8. Unaudited Operating Results For HECFI For The Two Month Period Ended February 29, 1988

That the Unaudited Operating Results For HECFI For The Two Month Period Ended February 29, 1988, be received for information.

9. Unaudited Operating Results For The Central Utilities Plant For The Two Month Period Ended February 29, 1988

That the Unaudited Operating Results For The Central Utilities Plant For The Two Month Period Ended February 29, 1988, be received for information.

1Ø. Report By The Director Of Copps Coliseum

That the report submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

Respectfully submitted,

T. Murray

Alderman T. Murray, Chairman

Leslee Stewart

Leslee Stewart, Secretary

Olynyk, King & Duda Advertising Inc.
[illegible]
Hamilton, Ontario L8N 1K1
Telephone: (416) 525-8437

HECFI
IDEAS FOR ENTERTAINMENT ADS

Based on conversations with Mary Webb the agency has identified a series of entertainment categories to be featured in the print campaign. Headlines and visuals have been developed for each category as follows:

Headline	Visual
COUNTRY	- wheatfield
POP	- cork popping from bottle
SPORTS	- arm holding pennants - referee's whistle
FAMILY (incorporates variety events e.g. circus, ice show etc.)	- Balloon with popcorn - food tray with hot dogs and coke - large hand holding small hand
TRADE SHOWS	- wooden crate with label reading "SHIP TO HAMILTON CONVENTION CENTRE"
CLASSICS (incorporates opera, dance, ballet and symphony)	- close-up of bookshelf with "classic" books displayed e.g. Shakespeare - close-up of bust of famous composer e.g. Mozart - top hat, bow tie, cane
THEATRE (incorporates plays and musicals)	- spotlight 'washing over' title - marquee - footlights
ROCK	- rock - rocking chair - rocking horse

Olynyk, King & Duda Advertising Inc.
477 Main St. E., Hamilton, Ontario L8N 1K1 Telephone: 416/525-8437 Facsimile: 416/525-2336

COPY/COPIE

CLIENT: HECFI

H-COUNTR.FRM

FORM: ENTERTAINMENT AD REVISED - MARCH 21ST/88

HEADING: COUNTRY.

SUB HEAD: World class venues for country music acts

SUB SUB HEAD: Copps Coliseum

COPY:
. new 42.7 million dollar entertainment complex
. seating for approximately 17,500
. Kenny Rogers sold out here in less than 6 hours

SUB SUB HEAD: Hamilton Place Theatre

COPY:
. a highly acclaimed performing arts facility
. outstanding acoustics, seating & ambience
. 2,191 seating in the Great Hall
. showcasing major performers such as Tanya Tucker, The Statler Brothers and Charley Pride

COPY: Both facilities draw sell-out audiences from Greater Hamilton and the market area from Toronto to Buffalo; a potential of **over 5 million people.** We can also host a broad range of events such as musical performances, sports, plays, variety shows, and consumer/trade exhibits. Send for a complete information package today.

LOGO: (COPPS COLISEUM LOGO)
(416) 526-4450

LOGO: (HAMILTON PLACE LOGO)
(416) 525-3100

SIGN-OFF: Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of the City of Hamilton.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

MEMORANDUM

FOR ACTION: [X] **FOR INFORMATION:** [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Executive Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser
Mr. E. A. Simpson, City Clerk
Mr. R. Roszell, City Solicitor's Department

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 March 14

SUBJECT: Central Utilities Plant - Upgrading of Computerized Building Management System; Release of Holdback, Honeywell Limited

RECOMMENDATION:

That the holdback monies retained by The Corporation of the City of Hamilton, Treasury Department in the total amount of $26,127.70 be released to the Contractor, namely Honeywell Limited, subject to a lien search being conducted by the City Solicitor's Department and approval by the Treasury Department.

BACKGROUND:

In accordance with the provisions of the Construction Lien Act 1983, Honeywell Limited has made application for the release of holdback monies retained by The Corporation of the City of Hamilton on account of contract for Central Utilities Plant upgrading of computerized building management system. This work has been completed as per Contract documents as of 1987 August 17.

It is my recommendation that the holdback monies retained to date in the total amount of $26,127.70 be released subject to a lien search being conducted by the City Solicitor's Department and approval by the Treasury Department. I attach for your information copy of Progress Certificate of Payment No. Ten (10) A-Final H/B Release dated 1988 February 29 requesting release of these monies and the necessary documentation required to be filled under the Construction Lien Act.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

Form No. 185
Rev. Jan. 15/88

THE CORPORATION OF THE CITY OF HAMILTON
PROGRESS CERTIFICATE OF PAYMENT

NOTE: THIS IS NOT A CERTIFICATE OF SUBSTANTIAL PERFORMANCE

CONTRACTOR

NAME Honeywell Limited
2511 Barton St. E.
ADDRESS Hamilton, Ontario.
L8E 2X1

P.O. NO. 23594
CERTIFICATE NO. Ten (10) A-FINAL H/B RELEASE
AMOUNT $26,127.70
DATE 1988 February 29

THIS IS TO CERTIFY THAT ...Honeywell Limited.....
CONTRACTOR FOR C.U.P. - Upgrade Computerized Building Management System
IS ENTITLED TO PAYMENT OF Twenty six thousand, one hundred and twenty-seven
.....70./100 DOLLARS ($ .26,127.70.....)
ON ACCOUNT OF CONTRACT FOR H.E.C.F.I.
IN RESPECT OF WORK DONE AND MATERIAL FURNISHED
DATE OF ~~COUNCIL~~ APPROVAL 1986 June 13
H.E.C.F.I.

B R Caldwell
DEPARTMENT CERTIFIER/
DEPARTMENT HEAD
per J T Crane
Director

STATEMENT OF ACCOUNT
TO DATE OF APPLICATION FOR CERTIFICATE

RECONCILIATION OF PAYMENTS			
THIS CERTIFICATE			
1. Gross Value of Work Finished	$ Ø		
2. Deduct: 10% Statutory Holdback	$ Ø		
3. Net Value of this Certificate	$ 26,127.70		
ACCUMULATED CERTIFICATES			
4. Gross Value of Work Finished	$ 261,277.00		
5. Deduct - Total Holdbacks	$ 26,127.70		
6. Work Performed Less Holdbacks	$ 235,149.30		
HOLDBACK STATUS			
7. Holdback Retained this Certificate	$ Ø		
8. Accumulated Holdback - Total (Line 5)	$ 26,127.70		
9. Holdback Released ☑ This Certificate (Line 3)	$ 26,127.70		
☐ Prior	$ Ø		
10. Balance of Holdback Retained	$ Ø		
RECONCILIATION OF CONTRACT			
11. Original Contract Sum	$ 261,277.37		
12. Authorized Additions/Deductions	$		
13. Net Contract		$ 261,277.37	
14. Total Gross Certificates to date (line 4)		$ 261,277.00	
15. Balance of Contract Outstanding (line 13 minus line 15)		$ 0.37	
CONTRACT IS COMPLETE - Return Balance to Account		$ 0.37	

AS OF 17 August 19 87

THIS CONTRACT IS PARTIALLY / SUBSTANTIALLY / TOTALLY XX PERFORMED

THE ABOVE STATEMENT OF ACCOUNT IS CORRECT

CONTRACTOR SIGNATURE _____ TITLE _____

INSPECTED AND PASSED BY: B R Caldwell TITLE Mgr. P. & B Operations

PRICES AND EXTENSION CHECK BY: _____ TITLE _____

APPROVED (DEPARTMENT HEAD) B R Caldwell per J T Crane Director

neywell HONEYWELL LIMITED–HONEYWELL LIMITÉE

E DIRECT PRODUCT ENQUIRIES TO · POUR RENSEIGNEMENTS SUR PRODUITS S ADRESSER A

MERCIAL DIVISION/DEPARTEMENT COMMERCIAL
1 BARTON ST. E. HAMILTON ONTARIO L8E 2X1
D U N S NO. 20 167 2029

CUSTOMER'S ORDER NUMBER / NUMÉRO DE COMMANDE DU CLIENT: 23594

307267

DIV DÉP	OUR ORDER NO NOTRE NO DE COMMANDE	SHIPT NO NO D'ENVOI	PAGE	INVOICE DATE FACTURÉ LE M	D J	Y/A	INVOICE NUMBER NO DE FACTURE
06	8001313	1	1	08	11	87	0718281A

CARRIER TRANSPORTEUR	FREIGHT FRET	PIECES PIÈCES	WEIGHT POIDS	DATE SHIPPED EXPÉDIÉ LE M	D J	Y A	SHIPMENT CONTROL NO NO D'EXPÉDITION	BRANCH SUCCURSALE		SALESMAN VENDEUR	
								12	100 %	727	%

FEDERAL LICENCE LICENCE FÉDÉRALE	PROVINCIAL LICENCE LICENCE PROVINCIALE	DESTINATION	FOB FAB
		ONT	

UNIT
C HUNDRED L LOT
D DOZEN M THOUSAND
E EACH N NO CHARGE
F FOOT P POUND
G GROSS R PREPAID/PREPAYÉ
I INCH T TAX / TAXE

UNITÉ
C CENT L LOT
D DOUZAINE M MILLE
E CHAQUE N SANS FRAIS
F PIED P LIVRE
G GROSSE R PRÉPAYÉ
I POUCE T TAXE

SOLD TO VENDU À
HILTON ENTERTAINMENT AND
NVENTION FACILITIES INC.
YORK BLVD.
HILTON, ONT,
3L4

SHIPPED TO EXPÉDIÉ À
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.
101 YORK BLVD.
HAMILTON, ONTARIO
L8R 3L4

Received
88 Feb 25

ATTN:
À L'ATT

PRODUCT NUMBER AND DESCRIPTION NUMÉRO D'IDENTIFICATION/DESCRIPTION	TAX CLASS CLASSE DE TAXE	STKM MAGASIN	SALES CLASS CLASSE DE VENTE	QTY SHIPPED QTÉ EXPÉDIÉE	UNIT PRICE PRIX UNITAIRE	UNIT UNITÉ	DISCOUNT ESCOMPTE	NET PRICE PRIX NET
R THE SUPPLY AND STALLATION OF EQUIPMENT PER OUR AGREEMENT AT NTRAL UTILITIES PLANT VISED CONTRACT PRICE 261277.00 LUE OF WORK PERFORMED 261277.00 IS BILLING IS 10% OF HOLDBACK OUNT OF FINAL BILLING SUBJECT ANY EXTRAS					26,127.70			26,127.70

~~$26,127.70~~

HO[illegible] LIMITED
740 B LEGMERE ROAD
SCA[illegible]OROUGH, ONT.
M1B 2K2

AYS. INTEREST UP TO 2% PER MONTH OR 24% PER ANNUM CHARGED ON OVERDUE ACCOUNTS.
T 30 JOURS. UN INTERÊT DE 2 % PAR MOIS OU DE 24 % PAR ANNEE SERA CALCULE SUR LES COMPTES EN SOUFFRANCE.

SEND PAYMENTS ONLY TO
ENVOYER LES PAIEMENTS SEULEMENT À

139

VENDOR'S PRICES PREVAILING AT TIME OF EACH SHIPMENT SHALL APPLY AND SHALL BE SUBJECT TO [illegible]
LE PRIX DU FOURNISSEUR EN VIGUEUR LORS DE CHAQUE EXPÉDITION SONT S'APPLIQUER ET NE SONT PAS [illegible]
D'ERREURS

ORIGINAL INVOICE-FACTURE ORIGINALE (RETURN ONE COPY WITH PAYMENT-JOINDRE UNE COPIE AU PAIEMENT)

STATUTORY DECLARATION

This Statutory Declaration is signed by the contractor before a person authorized to swear affidavits.

This Statutory Declaration in respect of the Mechanics' Lien Act is to be forwarded to The Corporation of the City of Hamilton, Attention: Treasury Department, when application is made for release of holdback or final payment.

IN THE MATTER OF CONTRACT NO. P.O. #23594
At the project of Central Utilities Plant
Between contractor, Honeywell Limited

- AND -

THE CORPORATION OF THE CITY OF HAMILTON

I, L. English, of the City of Scarborough in the Regional Municipality of York, In the Province of Ontario,

DO SOLEMNLY DECLARE:

1. That I am Accounting Manager of the said Contractor named in above Contract, and as such have personal knowledge of the facts herein set out.
   (President, Vice-President, Proprietor of Business, Partner, etc.)

2. That all workmen employed by the said Contractor in the performance of the said Contract have been paid in full no less frequenty than semi-monthly and up to and including the pay-day immediately preceding the date of this declaration.

3. That all sub-contractors, labour and accounts for materials and equipment whatsoever (that is, all liabilities of the said Contractor), in respect of the work covered by the above noted Contract have been paid in full, EXCEPT FOR

(a) holdbacks retained by the said Contractor on sub-contracts which amount in total for all sub-contracts to the sum of $ 26,127.70 (Enter Nil if applicable). AND EXCEPT FOR

(b) (Enter Nil if applicable)

4. That the said Contractor has complied with the requirements of statutes and regulations of the Province of Ontario relating to the payment of fair wages and with the requirements of the said Contract relating to the payment of wages.

5. That all amounts owing for Workmen's Compensation, employees' income tax and Canada Pension, unemployment insurance, vacation with pay allowances and all other charges of whatsoever nature due or payable by reason of the performance of the work covered by the said Contract have been duly deducted and/or paid according to the law.

6. That The Corporation of the City of Hamilton has paid all monies due on the said Contract, EXCEPT FOR

(a) the 10% holdback for [X] Substantial Performance and remains to be paid the said Contractor; AND
[ ] Finishing Work

[illegible] (Enter Nil if applicable)

[illegible]
[ ] Performed
[ ] Supplied and services have been Completed

performed to complete the said Contract as of the 21ST day of AUGUST, 1987

8. That the contractor, any person, firm or corporation claiming by, through or under the said Contractor,

(a) has not registered a lien on the job site or given a notice of a lien claim to the City, and

(b) the 45 day period within which a lien claim may be registered has expired.

AND I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

SWORN before me at the City of SCARBOROUGH in the Regional Municipality of York, this 18th day of JANUARY, 1988

L. English

L. ENGLISH

LAWRENCE SHARAPUT, a Commissioner, etc., Judicial District of York, for Honeywell Limited. Expires 25th day of June, 1988.

A Commissioner for taking Oaths, a Notary Public or a Lawyer.

EXHIBIT "O"

Construction Lien Act, 1983

CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE CONTRACT

Under Section 32 of the Act

Regional Municipality of Hamilton Wentworth, City of Hamilton
(County / District or Regional Municipality / City or Borough of Municipality of Metropolitan Toronto in which premises are situate)

At the Central Utilities Plant
(street address and city, town, etc. or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement: *(short description of the improvement)*

Upgrading of the existing computerized Building Management System including the addition of Hamilton Place to the system, as per Purchase Order No. 23594 dated 1986 August 9, and Agreement made 1986 June 14 between Honeywell Limited and Hamilton Entertainment and Convention Facilities Inc.

to the above premises was substantially performed on 1987 August 21
(date substantially performed)

Date certificate signed: 1987 October 23 per J.T. Crane Director
(payment certifier, where there is one)

(owner, where there is no payment certifier)

X
(contractor, where there is no payment certifier)

Name of owner: the Corporation of the City of Hamilton

Address for service: 71 Main Street West, Hamilton, Ontario

Name of contractor: Honeywell Limited

Address for service: 2511 Barton St. E., Hamilton, Ontario.

Name of payment certifier *(where applicable)*: Mr. J.T. Crane

Address: 101 York Boulevard, Hamilton, Ontario.

(Use A or B whichever is appropriate)

A. Identification of premises for preservation of liens:

Central Utilities Plant
(where liens attach to premises, reference to lot and plan or instrument registration number)

B. Office to which claim for lien and affidavit must be given to preserve lien:

(where liens do not attach to premises)

EXHIBIT "P"

Construction Lien Act, 1983

CERTIFICATE OF COMPLETION OF SUBCONTRACT

Under Subsection 33 (1) of the Act

This is to certify the completion of a subcontract for the supply of services or materials between

Honeywell Limited
(name of subcontractor)

and The Corporation of the City of Hamilton

dated the 14 day of June, 19 86

The subcontract provided for the supply of the following services or materials:

Upgrading of the existing computerized Building Management System including the addition of Hamilton Place to the system.

to the following improvement: *(short description of the improvement)*

of premises at The Central Utilities Plant
(street address, or if there is none, the location of the premises)

Date of certification: 1987 October 23

(payment certifier, where there is one) per J.T. Crane Director

(owner)

X (contractor)

Name of owner: The Corporation of the City of Hamilton

Address for service: 71 Main Street West, Hamilton, Ontario.

Name of contractor: Honeywell Limited

Address for service: 2511 Barton St. E., Hamilton, Ontario.

Name of payment certifier *(where applicable)*: Mr. J.T. Crane

Address: 101 York Boulevard, Hamilton, Ontario

(Use A or B whichever is appropriate)

A. Identification of premises for preservation of liens:

Central Utilities Plant
(where liens attach to premises, lot and plan number or instrument registration number)

B. Office to which claim for lien and affidavit must be given to preserve lien:

(where liens do not attach to premises)

EXHIBIT "N"

Construction Lien Act, 1983

DECLARATION OF LAST SUPPLY

Under Subsection 31 (5) of the Act

HONEYWELL LIMITED

(name of supplier)

a supplier of services or materials to an improvement being made to:

Central Utilities Plant at City Hall,

(address of premises)

71 Main Street West, Hamilton, Ontario.

declares that:

1. **The following services or materials were supplied:**
   (description of services or materials)

Upgrading of the existing computerized Building Management System including the addition of Hamilton Place to the System.

2. **These services or materials were supplied under a contract* with**

The Hamilton Entertainment and Convention Facilities Inc.

(name of payer)

dated the.....14....**day of**.....June.....**, 19**....86.

* subcontract, as case may be

3. **The last supply of services or materials made by the supplier to the improvement under the contract* was made on**.....August 14, 1987.

(date of last supply)

4. **No further services or materials will be supplied under the contract*.**

clared before me at the .....

.....

he.....

.....

the.....**day of** .....**, 19**.....

.....

A Commissioner, etc.

.....

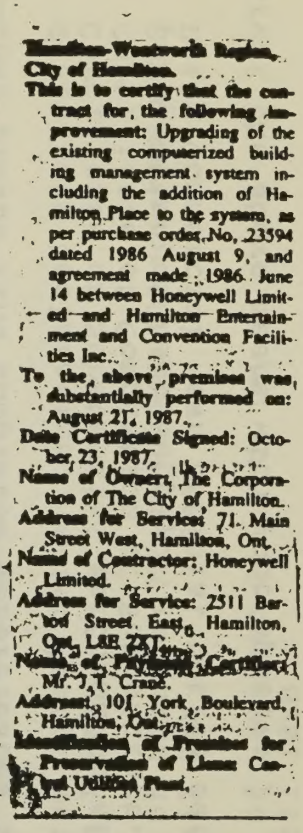
(supplier)

This is to certify that this official notice appeared in

Daily Commercial News
AND CONSTRUCTION RECORD

on November 16, 1987

ROWAN MACDONALD
TENDER ADVERTISING MANAGER
DAILY COMMERCIAL NEWS LIMITED



Hamilton-Wentworth Region,
City of Hamilton.
This is to certify that the contract for, the following improvement: Upgrading of the existing computerized building management system including the addition of Hamilton Place to the system, as per purchase order No. 23594 dated 1986 August 9, and agreement made 1986 June 14 between Honeywell Limited and Hamilton Entertainment and Convention Facilities Inc..
To the above premises was substantially performed on: August 21, 1987.
Date Certificate Signed: October 23, 1987.
Name of Owner: The Corporation of The City of Hamilton.
Address for Service: 71 Main Street West, Hamilton, Ont.
Name of Contractor: Honeywell Limited.
Address for Service: 2511 Barton Street East, Hamilton, Ont. L8E 2Z1.
Name of Professional Certifier: Mr. J.T. Crane.
Address: 101 York Boulevard, Hamilton, Ont.
Identification of Premises for Preservation of Liens: Central Utilities Plant.

Honeywell

February 26, 1988.

Victor K. Copps Trade Centre/Arena,
101 York Boulevard,
Hamilton, Ontario.
L8R 3L4.

Attention; Mr. John T. Crane, Director.

Reference: CENTRAL UTILITIES PLANT
Upgrading of Computerized Bldg. Mgmt. System.
Honeywell Job No. 120264

Attached please find completed certificates as follows:

1. Statuatory Declaration.
2. Certificate of Substantial Performance of the Contract.
3. Certificate of Completion of Subcontract.
4. Declaration of Last Supply.
5. Daily Commercial News official notice certificate.

I trust the above meets with your approval.

Yours very truly,

HONEYWELL LIMITED

J. Love

J. Love,
Commercial Division.

/jal.
Attach. (5)

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Leslee Stewart

FROM : J. Tsao, Sales Executive, Copps Coliseum

COPIES TO : B. Conacher, Managing Director/CEO, HECFI/
: J. Crane, Director, Copps Coliseum

DATE : March 15th, 1988

RE : **Status Report on Confirmed Events/Performances at Copps Coliseum, April, 1988 - July, 1988**

April, 1988

5 Confirmed Events/Performances:

1. "George Jones" concert
: April 8th

2. City of Hamilton Minor Hockey Championship Day
: April 9th

3. City of Hamilton Ringette Day
: April 1Øth

4. "Kenny Rogers" concert
: April 13th

5. Budweiser Arenacross
: April 16th

May, 1988

1 Confirmed Event/Performance:

1. 1988 National Gymnastics and Trampoline Championships
: May 22nd

June, 1988

4 Confirmed Events/Performances:

1. Street Wave - Teenage and Young Adult Lifestyle Consumer Show
   : June 3rd, 4th and 5th

2. "George Strait" concert
   : June 10th

July, 1988

13 Confirmed Events/Performances

1. The 8th Lithuanian Folk Dance Festival of the Free World
   : July 3rd

2. Jehovah's Witnesses Convention
   : July 7th, 8th, 9th, 10th, 14th, 15th, 16th, 17th, 21st, 22nd, 23rd and 24th

JT:jd

Joe Tsao,
Sales Executive.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **COPPS COLISEUM COMMITTEE**
HAMILTON CONVENTION CENTRE COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HECFI EXECUTIVE COMMITTEE

FROM: Brian K. Conacher, Managing Director/CEO

DATE: March 17, 1988

SUBJECT: **MARKETING SERVICES REPORT - March, 1988**

- At your meetings in February, verbal reports were presented by the management Directors of each facility on behalf of the Marketing Services Department in the absence of both MARY WEBB - Marketing Services Manager and BRIAN CONACHER - HECFI Managing Director/CEO.

- MARY WEBB was on vacation from February 15 to March 1, 1988. Within a few days of her return, she became seriously ill with pneumonia. She is not expected to return to work until near the end of March.

- In her absence, myself and NORM MARSHALL met with our ad hoc advertising agency OK&D in order to continue work on a couple of priority projects in the absence of MARY WEBB:

  1. Ad concept/layout development for new facility ads for publications.

  2. 1987 HECFI ANNUAL REPORT.

  3. Hiring third ADVERTISING, PROMOTIONS, PUBLIC RELATIONS COORDINATOR.

1. Ad Concept/Layout Development For New Facility Ads For Publications

- On March 16, 1988 a meeting was held with OK&D and myself, NORM MARSHALL, TOM BURROWS, JOHN CRANE and BILL PENFOLD.

- OK&D presented their ad concepts/layouts for the ads for publications for the three facilities.

- As a result of this meeting OK&D made presentations to all three facility COMMITTEES.

2. 1987 HECFI ANNUAL REPORT

- On March 16, 1988 a meeting was held with OK&D and myself and NORM MARSHALL.

- The wishes of the HECFI Executive Committee and HECFI Board of Directors were conveyed to OK&D.

- OK&D plan to have a draft layout available for the HECFI Executive Committee meeting April 6, 1988.

3. Hiring Third ADVERTISING, PROMOTIONS, PUBLIC RELATIONS COORDINATOR

- 185 people applied for this position with several more coming in after the deadline.

- Screening took place to reduce to 46 applicants who were all interviewed.

- Currently down to a short list of 7 finalists.

- The final selection has been delayed until MARY WEBB returns and can be part of the final selection process.

Respectfully submitted,

Brian K. Conacher
Managing Director/CEO

cc: Mary Webb
Norm Marshall

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

MEMORANDUM

FOR ACTION: [ ] FOR INFORMATION: [X]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 March 17

SUBJECT: Special Populations Advocates For Recreation (S.P.A.R.)

RECOMMENDATION:

For information purposes only.

BACKGROUND:

The HECFI Board of Directors at its meeting held 1988 March 11 passed the following motion:

THAT THE REQUEST BY S.P.A.R. FOR SPECIAL CONSIDERATION FOR DISABLED PATRONS BE REFERRED TO THE THREE FACILITY STANDING COMMITTEES OF THE BOARD.

Background material from S.P.A.R. is attached.

A meeting has been arranged by the Director for Thursday, March 24, 1988 at 2:30 p.m. to meet with S.P.A.R. Committee members to discuss their correspondence and concerns.

A report will be presented to the next Copps Coliseum Committee with regard to this meeting.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

CITY COUNCIL
HAMILTON, CANADA

Alderman David Christopherson

71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 561-9508 — WARD 4

MAR 1988

M E M O R A N D U M:

TO: Alderman Brian Hinkley

FROM: Alderman David Christopherson

DATE: March 10, 1988

RE: S.P.A.R. CORRESPONDENCE TO H.E.C.F.I.

As this matter seems to be taking longer than one would think necessary, I would much appreciate your personally investigating the delay.

Thank you for your attention to this matter.

DC:nb

c.c. - Ms. Corky Secore
Special Populations Advocates for
Recreation Committee
c/o Department of Culture & Recreation

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

November 11, 1987

Mrs. Wendy Lockhart
Chairman of S.P.A.R.
71 Main Street West
HAMILTON, ONTARIO
L8N 3T4

Dear Mrs. Lockhart:

I am in receipt of your letter dated November 5, 1987.

I have circulated a copy of it to the three (3) facility Directors (HAMILTON CONVENTION CENTRE, HAMILTON PLACE THEATRE, COPPS COLISEUM).

We will review and consider your comments in the near future and will respond at that time.

Respectfully submitted,

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Brian K. Conacher
Managing Director/CEO

cc: Mr. T. Burrows, Director, Hamilton Place Theatre
Mr. J. Crane, Director, Copps Coliseum
Mr. W. Penfold, Director, Hamilton Convention Centre

RECEIVED NOV 9 1987

Special Populations Advocates for Recreation

71 Main Street West
City Hall
Hamilton, Ontario L8N 3T4

November 5, 1987

Mr. Brian Conacher
General Manager
H.E.C.F.I.
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Mr. Conacher

We, the members of the Special Populations Advocates for Recreation Committee (S.P.A.R.) would like to make the following request regarding the promotion of disabled consumers into your facility. With the following provisions, we feel that the disabled would be able to access your services on a more regular basis.

We are a group of professionals who deal directly with this population and your potential consumers. This segment of consumers represents twenty percent of the total population of the City and its surrounding areas. We feel that if allowances were made, by meeting their specific needs, that your facility would benefit by increased revenues and attendance.

It is not the intent of these guidelines to ask for free admission but rather to provide the disabled population incentives for the provision of equal availability of leisure opportunities.

For your consideration we have defined the disabled population as follows:

Definition of Disabled

"Any person facing barriers of gaining independent access or who require assistance with activities of daily living". Activities of daily living would include: toileting, feeding, assistance with accessibility, maneuvering of the aid or person, interpreting, communication and direct supervision for those who cannot do it for themselves.

Physical Limitations

Would be those who utilize a mobility aid and/or who require additional assistance from another. Devices would include: wheelchair, walkers, canes, crutches et cetera. Those who are feeble or frail.

continued .....

Sensory limitations

Would include those with a visual or hearing impairment who may require a guide or interpreter.

Intellectual/Emotional limitations

Would include those whose intellectual/emotional ability requires them to have direct supervision. This population may include stroke, head injury, developmentally handicapped, psychiatrically disabled, Alzheimers et cetera

We are aware of your policy and procedures as it pertains to those who have physical limitations. However, this only represents one area of the disabled. We feel that an amendment to your policy, to include all the forementioned disabilities would achieve the goal of equal opportunity for all disabled citizens.

Representatives from the S.P.A.R. membership would be more than willing to meet with your facility personnel to discuss any concerns you may have regarding implementation of this request.

Your consideration and response would be appreciated.

I remain

Wendy Lockhart

Wendy Lockhart (Mrs.)
Chairman of S.P.A.R.

WL/cf

c.c. Regional Advisory Committee
for the Physically Disabled
Regional Co-ordinating Committee
for the Developmentally Handicapped
Task Force on Care for Psychiatrically Disabled

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Attention: Director
Tel. 416/527-7900

CLIENT EVALUATION

We very much appreciate if you would take the time to complete this questionnaire.

Your comments will assist us in reviewing our overall performance.

PROMOTER Concert Productions International

ADDRESS Suite 700, 481 University Avenue, Toronto, Ontario. M5G 2E9

DATE OF EVENT **Return of the Battle of the Monster Trucks - Feb. 5,6, 1988**

	Yes (Please check)	No	Comments
BOOKING			
Was the Sales Executive helpful?	☒	☐	
Were you given all details regarding rental rates and other costs?	☒	☐	
Do you feel the rates and costs are fair?	☒	☐	
Were the dates you wanted available?	☒	☐	
BOX OFFICE			
Was the Box Office Manager helpful?	☒	☐	
Were you given all details regarding Box Office fees and procedures?	☒	☐	
Was the service satisfactory?	☒	☐	
EVENT CO-ORDINATION			
Was the Events Manager/Assistant helpful?	☒	☐	
Was the service/co-operation satisfactory?	☒	☐	
Did you receive technical advice?	☒	☐	
Was the set-up satisfactory?	☒	☐	
OPERATIONS			
Was the building clean?	☒	☐	
Was the building temperature satisfactory?	☒	☐	
Were the dressing rooms satisfactory?	☒	☐	
Were the media/promoter rooms satisfactory?	☒	☐	
SECURITY			
Was the Security Supervisor helpful?	☒	☐	
Was the Security Entrance Guard helpful?	☒	☐	
Was the Building Security adequate?	☒	☐	
SETTLEMENT			
Was the Finance Director/Assistant helpful?	☒	☐	
Were all event costs itemized?	☒	☐	
Was the breakdown of costs satisfactory?	☒	☐	

GENERAL COMMENTS No Problems.

Jerri Miller
2-11-88

(OVER)

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

March 17, 1988

Report By The Director of Copps Coliseum

Events

On Tuesday, March 1st at 7:00 p.m., the Flying Fathers performed to an audience of approximately 14,000 excited fans against a team of former National Hockey League players. The show was very exciting and it was nice to see former N.H.L. players such as Darryl Sittler, Pierre Pilote, Norm Ulman, Andy Bathgate, Ron Ellis, Billy Harris, Mike Palmateer, and of course Hamilton's own Harry Howell, a former N.H.L. great with the New York Rangers. The Flying Fathers won the very important contest by a score of 15 to 9.

Merle Haggard, a Grammy award winner, played to an audience of approximately 6,000 loyal fans on March 3, 1988. The show also featured the Forrester Sisters and The Mercey Brothers.

The World Wrestling Federation returned to the Coliseum on Sunday, March 13, 1988 at 8:00 p.m. and performed to an audience of approximately 11,000 fans. The main event featured The Formidable Team of "Hulk Hogan" and "Bam Bam" Bigelow squaring off against Ted DiBiase (The Million Dollar Man) and Virgil. It was a good wrestling entertainment night and was enjoyed by everyone.

On March 15, 1988, Walt Disney's Magic Kingdom On Ice returned to the Coliseum to begin what will be one of ten performances starring Pinocchio. The first show was great and attended by approximately 11,000 excited fans. This is truly a family show and it is expected that more than 60,000 will attend the ten (10) performances.

The Hamilton Steelhawks completed their regular season with a 3 to 3 tie with Guelph players. The Steelhawks finished in third place and are looking forward to starting the playoffs with what appears to be the North Bay Centennials. The Steelhawks will have to play at their best if they are to eliminate North Bay and advance to the second round.

Technical

City Hall Honeywell Building Automation System is near completion. Once the programming is completed, all of the environmental system will be operated and controlled through The Central Utilities Plant.

The new secondary power feed to Hamilton Place has been completed. This work was contracted to Comstock and will provide a backup power supply to the facility in case of failure to the primary power supply. This new supply is controlled through The Central Utilities Plant.

Steel Art Signs has completed all the engineering associated with our new exterior electronic sign and are expected to start the installation during the first two weeks in April. Installation and completion of the sign should be no longer than the middle of May.

Advertising panels which are to be installed on the mezzanine concrete facing are presently being fabricated and should be delivered by the end of March, and completed by the middle of April.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

5.2.1 Copps Coliseum Committee Minutes of February 24, 1988

COPPS COLISEUM COMMITTEE

Wednesday, February 24, 1988
11:30 A.M.
Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Mr. Duncan Beattie, Vice-Chairman
Alderman J. Gallagher
Mr. T. Casey

ALSO PRESENT: Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mayor R. Morrow
Alderman B. Hinkley, Chairman, HECFI
Mr. W. McFarland
Mr. N. Levitt
Mr. B. Conacher

The Chairman called the meeting to order at 11:50 a.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 12:45 P.M.

THAT THE IN CAMERA MINUTES OF JANUARY 27, 1988, BE APPROVED.

THAT PROPOSALS BE CALLED FOR FROM THE FOLLOWING THREE (3) COMPANIES WITH RESPECT TO MARKETING DISPLAY ADVERTISING IN COPPS COLISEUM:

- **POTENTIEL INC.**
- **CANADIAN CONTROLLED MEDIA COMMUNICATIONS**
- **CORE MEDIA INC.**

THAT THE MATTER CONCERNING CORPORATE AND INDIVIDUAL DONATIONS TO COPPS COLISEUM BE TABLED UNTIL THE NEXT

MEETING OF THE COPPS COLISEUM COMMITTEE.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 1987, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM, MARCH 1988 - JUNE 1988, BE RECEIVED FOR INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE ONE MONTH PERIOD ENDED JANUARY 31, 1988, BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 1:20 P.M.

1. Minutes of January 27, 1988
1.2 Motion for Approval

MOVED by Mr. Beattie, seconded by Alderman Gallagher that

THE MINUTES OF JANUARY 27, 1988, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes
2.1 No Smoking Policy

Alderman Gallagher inquired that if 50% of the patrons at rock shows were smoking would we remove all these people from the facility. The Director of Copps Coliseum mentioned that a search is done on all patrons entering rock shows and all illegal material is confiscated by the police. He further advised that in the past the facility has been lenient with enforcing the no smoking restriction. Mr. Casey mentioned that although he is a non-smoker and is not in favour of smoking, he believes the facility must be moderate in their attempts to control smoking. Mr. Beattie advised that he believes the recommendations before the committee today will be a good start to end the smoking problem. The Chairman mentioned that these recommendations before the committee will deter people from smoking in the seats and they can, however, smoke on the concourse. He mentioned that smoking in the seating area can

cause problems, ie. burning of seats, burning of clothing and people and this situation needs to be curtailed before it becomes out of control.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE REPORT SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM DATED 1988 FEBRUARY 18, ENTITLED COPPS COLISEUM - NO SMOKING POLICY, BE APPROVED.

MOTION CARRIED.

2.2 Chairman - St. John's Ambulance

The Director of Copps Coliseum advised that a donation should be made to the St. John Ambulance, however, the amount is to be determined. The Director of Finance and Administration advised that Hamilton Place uses St. John Ambulance and perhaps a donation should be made on behalf of HECFI. Alderman Gallagher suggested that a letter of apology be sent to Mrs. Price of St. John Ambulance from the Director of Copps Coliseum for not responding to her letter dated 1987 January 23. The Director advised that no donation has been made since the opening of the Coliseum in November 1985.

Mr. Casey inquired if there are other non-profit organizations operating out of Copps Coliseum that may ask for a donation. He further suggested that perhaps we find out what the Hamilton Tiger Cat Football Club donates to the St. John Ambulance annually in order that Copps Coliseum may gauge their contribution accordingly. It was suggested that the Director of Finance and Administration contact Mr. Greg Irvine of the Hamilton Tiger Cat Football Club to secure this information.

MOVED by Alderman Gallagher, seconded by Mr. Beattie that

AN APPROPRIATE DONATION BE MADE ANNUALLY TO THE ST. JOHN AMBULANCE FOR THEIR SERVICES TO COPPS COLISEUM AND OTHER HECFI FACILITIES, AND THAT THE DONATION BE RETROACTIVE TO THE YEARS 1986 AND 1987.

MOTION CARRIED.

2.3 Copps Coliseum Comment Card

Mr. Casey suggested that the comment card include the words "excellent" and "good". The Director of Copps Coliseum advised that following research on comment cards, most people are willing to fill out cards if they are kept short and simple. He further advised that we will be able to follow up with the patrons, if the need arises.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE DRAFT COPPS COLISEUM COMMENT CARD AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM DATED 1988 FEBRUARY 19, BE APPROVED.

MOTION CARRIED.

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - March 1988 - June 1988

It was mentioned that ticket sales for the Flying Fathers event are going well. Mr. Casey inquired about the promotion with regard to the 1988 National Gymnastic Championships. The Director advised that the Gymnastic event is being supported by the Event Subsidy Fund and the Region.

MOVED by Mr. Casey, seconded by Mr. Beattie that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - MARCH 1988 - JUNE 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

Nil

5. New Business

5.1 Letter from St. John Ambulance

This matter was previously dealt with as item 2.2.

5.2 Letter from Mr. L. V. Hayden, Town Clerk of Ancaster

The Director of Copps Coliseum advised that a wall has been installed, however, plans are now underway to add 2Ø" to the height of the wall.

MOVED by Mr. Beattie, seconded by Mr. Casey that

THE LETTER ADDRESSED TO ALDERMAN BRIAN HINKLEY, CHAIRMAN, HECFI, FROM MR. L. V. HAYDEN, TOWN CLERK OF ANCASTER DATED 1988 FEBRUARY 5 CONCERNING COPPS COLISEUM - MEN'S WASHROOM - WEST END CONCOURSE, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Client Evaluation Form - Hockey Canada

MOVED by Mr. Beattie, seconded by Mr. Casey that

THE CLIENT EVALUATION FORM SUBMITTED BY HOCKEY CANADA, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Consolidated Unaudited Operating Results for HECFI for the year ended December 31, 1987

MOVED by Alderman Gallagher, seconded by Mr. Beattie that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE YEAR ENDED DECEMBER 31, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.5 Unaudited Operating Results for the Central Utilities Plant for the year ended December 31, 1987

MOVED by Mr. Beattie, seconded by Mr. Casey that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE YEAR ENDED DECEMBER 31, 1987, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.6 Copps Coliseum and The Central Utilities Plant 1988 - 1990 Capital Budget Projects

The Director of Copps Coliseum advised that he would like the Director of Finance and Administration to establish account lines.

MOVED by Mr. Casey, seconded by Mr. Beattie that

THE FOLLOWING COPPS COLISEUM AND CENTRAL UTILITIES PLANT 1988 - 1990 CAPITAL BUDGET PROJECTS, BE APPROVED AND PROCEEDED WITH AS PROVIDED FOR IN THE 1988-1992 CAPITAL BUDGET PROGRAMME SUBJECT TO CITY COUNCIL APPROVAL OF 1988-1992 CAPITAL BUDGET PROGRAMME FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT:

COPPS COLISEUM	1988	GROSS
i) Installation of Standby Pumps, Ice Plant	$ 30,000.00	$ 30,000.00
ii) Provision of Advertising Panels, Mezzanine	$ 40,000.00	$ 40,000.00
iii) Administration Office Expansion	$ 50,000.00	$ 50,000.00
iv) The Hamilton Room	$ 40,000.00	$ 40,000.00
SUB-TOTALS	$160,000.00	$160,000.00

CENTRAL UTILITIES PLANT	1988	1989	1990	GROSS
i) City Hall - Replacement of Motor Control Centres (MCC) Panels	$30,000	$35,000		
ii) Central Utilities Plant - City Hall, Library/Market - Tear-down/Overhaul of Centravacs	$54,000	$52,000	$24,000	$130,000
iii) Hamilton Place - Replacement of Heating Boilers	$140,000			$140,000
iv) Hamilton Convention Centre - Improvements to/ Modifications of Supply and Return Air Fan Systems	$50,000			$ 50,000
v) Hamilton Place - Replace/Modify Supply and Return Air Fan System Dampers	$299,000			$ 25,000
SUB-TOTALS	$299,000	$87,000	$24,000	$410,000
TOTALS	$459,000	$87,000	$24,000	$570,000

AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

6. Report By The Director Of Copps Coliseum

MOVED by Mr. Beattie, seconded by Mr. Casey that

THE REPORT SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

Nil

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Date of Next Meeting

Wednesday, March 23, 1988
11:30 A.M.
Hamilton Room, Copps Coliseum

10. Adjournment

MOVED by Mr. Beattie, seconded by Mr. Casey that

THE MEETING ADJOURN AT 12:45 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

5.3 Hamilton Convention Centre Committee Third Report

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

REPORT TO THE BOARD OF DIRECTORS, HECFI FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING OF FRIDAY, MARCH 25, 1988

The Hamilton Convention Centre Committee presents its THIRD REPORT for 1988 and respectfully recommends:-

1. Capital Project - Kitchen Expansion

Approval for Convention Centre Management to tender for equipment and construction in accordance with a report prepared by Mr. Trevor Garwood-Jones.

For the information of Board members, a copy of the recommendation of the Director, Hamilton Convention Centre, is attached as **APPENDIX "A".**

2. Terms of Reference - Hamilton Convention Centre Committee

Approval of amendments to the Terms of Reference for the Hamilton Convention Centre Committee. Copies of the original and amended Terms of Reference are attached as **APPENDIX "B".**

3. Advertising Layout Presentation by Olynyk, King & Duda

Approval of the presentation by Olynyk, King & Duda, and for Management to continue proceedings with the firm. For the information of Board members, a copy of the presentation "Front and Centre", is attached as **APPENDIX "C".**

4. Unaudited Operating Results for two-month period ended February 29, 1988

Approval of the Unaudited Operating Results for the two-month period ended February 29, 1988, as presented by the Director, Finance/Administration. This report will be included with the Consolidated Operating Results presented by the Audit/Finance Division.

The following items are for the information of Board members:-

5. Director's Report for the month of February 1988

This was approved and received for information by the Committee. A copy is attached hereto as **APPENDIX "D".**

..... 2

6. Special Population Advocates for Recreation (SPAR)

The Committee agreed to table this report pending the results of a meeting to be arranged between Management and the Chairman of SPAR, Mrs. Wendy Lockhart. For the information of Board members, a copy of the report and correspondence is attached as **APPENDIX "E".**

N.B. It has subsequently been ascertained that SPAR have their next meeting arranged for early April, and the new Secretary/Chairman will subsequently be in further communication with the Director.

7. Correspondence and Comment Cards and Client Evaluations

These were discussed and received for information.

8. Date of next meeting

It was agreed that the next meeting would take place at 08:00 hours on Friday, April 29, 1988.

Respectfully submitted,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

HAMILTON
CONVENTION
CENTRE

APPENDIX "A"
115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director — DATE: March 15, 1988

Hamilton Convention Centre

FOR ACTION X — FOR INFORMATION ____

TO: B O A R D ____ — EXECUTIVE COMMITTEE, HECFI and ✓HAMILTON CONVENTION CENTRE COMMITTEES X

SUBJECT: Capital Project - Kitchen Expansion

RECOMMENDATION: That approval be granted for Convention Centre Management to tender for equipment and construction in accordance with the attached report prepared by Mr. Trevor Garwood-Jones.

BACKGROUND:

The Board has tentatively approved $200,000 for the Expansion of the Kitchen. There was $150,000 approved in 1987 and another $50,000 has yet to be approved by City Council in 1988.

The project is HECFI's fifth in priority (out of twelve projects).

The Convention Centre was first opened in 1981 and the original Kitchen concept was for a catering company to serve meals from the kitchen. Just prior to the opening, the concept was changed for the facility to handle its own foodservice and this required kitchen modification. The modification took care of business during 1981-1983, when up to 1,400 could be served in the French Service style.

Revenue in 1982 was some $1.4 million and has since then doubled to 1987's $2.8 million.

There has thus been tremendous expansion in service and revenue with no expansion in the kitchen, and in fact the Centre is now turning away functions because of kitchen limitations. The capital expansion will allow for another 600 to be served in the facility, bringing the capacity to 2,000.

The capital expansion will require new construction and additional equipment.

Earlier, the Board approved that Trevor Garwood-Jones, the building's original architect, proceed with preliminary drawings and costs of the expansion. Attached are these figures, which amount to $62,000, not including equipment (three ovens)

..... 2

This figure is not firm, but is a ball park one to give the committee an idea of what the construction will cost. The equipment (ovens) will also have to be tendered, but it appears that the total project will be well under the $200,000 cost, as it is estimated the three ovens required will cost approximately $20,000.

The attached estimates are presented to the Committee for its consideration and it is requested that the committee approve that Management tender the project. On return of the tenders, the Committee will then be requested to approve the selection of the construction company and the equipment.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

Trevor P. Garwood-Jones Architects Inc.
The Cooperage 185 Young St Hamilton Ontario L8N 1V9 Tel 528-0468 Fax 523-7600

March 10, 1988

Hamilton Convention Centre
115 King Street West
HAMILTON, Ontario
L8P 4T9

ATTENTION: Mr. William J. Penfold
Director

SUBJECT: Hamilton Convention Centre
Kitchen Expansion

Dear Sir:

We have now prepared a drawing and a breakdown of approximate estimated costs. Two copies of the drawing and a copy of the cost estimate are attached.

The drawing and breakdown of costs are based on the preliminary Sketch Plans prepared by your Executive Chef and discussions with the Chef during visits to view and survey the proposed work area.

Since our letter of August 27, 1987, we have been able to assess in greater detail the cost of the work to meet your Chef's requirements. This, together with the construction cost escalation over a period of 11 months (we have projected our costs to July 1988), accounts for the increase of approximately $10,000.00.

You will note a number of conditions attached to the Estimated Cost Summary. You will also note that a Cash Allowance of $5,000 is included in the Approximate Cost Estimate to provide for a new electrical service to the Kitchen area. Without a detailed analysis of the current connected load in the Kitchen area, it is impossible to verify the adequacy of services in the area to carry additional load from new equipment and to provide or maintain some spare electrical capacity to allow for future changes or additions.

Please review the drawing and confirm your approval of the layout. Should you have any questions, please call.

Yours very truly,

T. P. Garwood-Jones

Trevor P. Garwood-Jones
TPGJ/vh

Associates Joseph Bolf. MAATO
Ross Hanham, B.L.Arch
Jack McCollum, BES, B. Arch, MRAIC, OAA
Greg Sather, B.Arch, MRAIC, OAA

HAMILTON CONVENTION CENTRE
KITCHEN ADDITION

March 10, 1988

Approximate Estimated Costs

Remove

1.	Reception desk	$ 100
2.	Carpet and carpet base	150
3.	Door 301 C and frame	200
4.	Partition including door (22' long)	200
5.	Partition including door (8' long)	100
6.	Floor tile adjacent Door 301 C	200
7.	Plumbing assembly - skillet and soup kettle	200
8.	Wood fascia strip at ceiling edge	100
9.	Wood finish ceiling	200
10.	Sprinkler heads (4)	500
11.	Pot lights in wood ceiling (6)	300

Architectural

1.	Patch and add carpet after desk removed	100
2.	New carpet base and plastic trim 35 ft @ $3/ft.	105
3.	Prepare existing floor and lay new 6" x 6" quarry tile on thinset bed 400 sq.ft. @ $6.50/sq.ft	2,600

Hamilton Convention Centre
Kitchen Addition
Approximate Estimated Costs

Architectural (contd)

4.	Concrete fill to floor at existing door opening to Kitchen (Door 301 C) and form slope tile across door opening.	$ 300
5.	Modify quarry tile base at existing door opening (Door 301 C)	100
6.	New tile base 75 ft @ $9/ft.	675
7.	Relocate existing glazed partition wall	200
8.	New block walls 304 sq.ft @ $7.50/sq.ft.	2,280
9.	Drywall finish on steel framing channel 304 sq.ft. @ $2.50/sq.ft.	760
10.	Install existing frame and rehang existing door from 301 C	200
11.	New door frame installed	325
12.	New door with glazed panel c/w butts, closer, handles, silencers installed	575
13.	Adjust and clean existing door hardware	180
14.	New ceiling structure and drop wall above existing glazed wall 80 sq.ft. @ $9/sq.ft.	720
15.	New ceiling finish on existing structure 400 sq.ft. @ $2/sq.ft.	800
16.	Provide access hatch in ceiling	200
17.	Install storage shelves, lettuce tank, tables, etc. in Salad Preparation Area (all provided by Owner) 65 ft. @ $10/ft.	650

Hamilton Convention Centre
Kitchen Addition
Approximate Estimated Costs

Architectural (contd)

18.	Paint walls and ceiling 1000 sq.ft. @ $1.20	$ 1,200
19.	Builders work on mechanical, plumbing, and electrical trades	4,000
20.	Handling, insurance and positioning of Kitchen equipment - fryer, ovens, broiler, hot top, skillets, soup kettle, mixer	3,300
21.	Install tile base on concrete curb at new convection oven 20 ft. @ $30/ft.	600

Plumbing

1.	New wash hand basin with drain connect to existing drainage	500
2.	New service connections to new ovens and to suit revised locations of skillets, soup kettle, broiler, and fryer 3 @ $600 and 5 @ $200	2,800
3.	Terminate existing connections, new stop valves to suit revised c.w. and h.w. and revised drainage	2,000

Mechanical

1.	New ventilation system 360 sq.ft. @ $15/sq.ft.	5,400
2.	Fire protection upgrade revision to zoning, new pull station, two new sprinkler heads and reinstall four existing sprinkler heads	2,200

Hamilton Convention Centre
Kitchen Addition
Approximate Estimated Costs

Mechanical (contd)	
3. New and revised hood protection outlets 12 @ $100 each	1,200
4. Modify flue connection to suit relocated fryer and connect 3 new ovens 4 @ $500 each	2,000
Electrical	
1. New power outlets in new Salad Prep 14 @ $70 each	980
2. Modification to cooking island spine	2,000
3. New services for additional 3 ovens, $2,000 each	6,000
4. Lighting in Salad Prep 7 @ $180	1,260
5. New 220 service to relocated mixer	260
Cash Allowance	
New main service from main Electrical Room 413 to Kitchen with breakers and new panel in Kitchen.	5,000
Construction Cost	$ 53,720
Contingency (3%)	1,611
	55,331
Contractor's Overhead and Profit (11%)	6,086
Subtotal	$ 61,417
Building Permit	583
CONSTRUCTION COST GRAND TOTAL	$ 62,000

The approximate estimated costs are based on the following conditions:

1. The estimates are not Contractor's estimates. Actual trade costs can only be confirmed at Tender stage.

2. All equipment is to be provided by the Owner.

3. The work is to be done in occupied premises.

4. Any temporary shutdown of the Kitchen operation will be on 48 hours notice from the Contractor.

5. All work to be based on availability of all the equipment provided by the Owner at a time to suit the contract schedule.

6. All estimated costs are in July 1988 dollars.

7. All work is conditional on obtaining full Health Department approvals to the proposal.

8. Estimated cost are based on Drawing 88-103-A1, dated March 10, 1988.

9. Existing services in the immediate vicinity of the work are assumed to be adequate for serving the proposed additional equipment.

   Preliminary Engineering comment suggests a new electrical service might be required to carry additional electrical loads.

   The cost of a new service is included in the estimated costs as a Cash Allowance which would be expended only, as, and if, necessary, on written instruction confirmed by the Owner.

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. William J. Penfold, Director, HCC

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: March 15, 1988

SUBJECT: Kitchen Expansion

As you are well aware, our kitchen facilities are limited. The limitations are caused by the size of the kitchen area, as well as the number of ovens, which are only adequate enough to prepare food for up to 1,400 persons at any one time.

The project would include the expansion of the kitchen into the Webster Lounge, using the additional area for salad preparation. As well, we would purchase an additional six ovens and relocate existing equipment that is in the main kitchen and second floor servery.

Once the kitchen expansion is complete, we will be able to serve up to 2,000 persons for food functions at any one time. Considering that we can only prepare for 1,400 persons presently, the expansion would increase our capacity by 600 persons. The increase, at an average cover price of $15 per person, would bring an additional $9,000 in food revenues at each opportunity we would have to book the facility to capacity.

There will be several occasions during the year, particularly, the fall and festive season, where this opportunity will exist, thereby making the expansion a worthwhile and profitable venture.

S. Dockman

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

APPENDIX "B"

HAMILTON CONVENTION CENTRE

DRAFT NO.1

TERMS OF REFERENCE

HAMILTON CONVENTION CENTRE COMMITTEE

(a) Formulate and recommend to the Board for approval all policy matters regarding operations, administration and marketing and sales.

(b) Prepare and review an annual budget as it pertains to Operations Committee functions for submission to the Audit/Finance Committee.

(c) Prepare and review an annual capital budget for presentation to the Audit/Finance Committee.

(d) Recommend to the Audit/Finance Committee for approval all operational expenditures over $5,000.

(e) Prepare and recommend to the Board an annual Marketing Plan.

(f) Develop and evaluate self-sponsored functions.

(g) Deal with all personnel matters.

(h) Review and recommend for approval all contracts for services.

(i) Develop and recommend for approval future plans and programmes.

(j) Forward to the Audit/Finance Committee the financial implications of all matters falling under the jurisdiction of the Operations Committee.

(k) Provide a written report to the Board of Directors at the monthly meeting of the Board.

(l) Offer suggestions and proposals to improve the operations, administration and marketing/sales aspects of the Centre.

(m) Monitor sales results.

(n) Monitor building and equipment to ensure optimum performance.

(o) Monitor Operations efficiency and effectiveness.

(p) Perform other duties as assigned by the Board.

BOARD APPROVAL: April, 1986
Amendment Approved May, 1986: "Recommend to the Audit/Finance Committee for approval all operational expenses and capital expenditures over $10,000."

TERMS OF REFERENCE

HAMILTON CONVENTION CENTRE COMMITTEE

(a)* Formulate and recommend to the Board for approval all policy matters regarding operations, administration, marketing and sales.

(b)* Prepare and review an annual budget for submission to the Executive Committee.

(c)* Prepare and review an annual capital budget for presentation to the Executive Committee.

(d)* Recommend to the Executive Committee for approval all operational expenditures over $10,000.

(e) Prepare and recommend to the Board an annual Marketing Plan.

(f) Develop and evaluate self-sponsored functions.

(g)* Deal with all staffing matters and recommend to the Executive Committee.

(h) Review and recommend for approval all contracts for services.

(i) Develop and recommend for approval future plans and programmes.

(j)* Forward to the Executive Committee the financial implications of all matters falling under the jurisdiction of the Convention Centre Committee.

(k) Provide a written report to the Board of Directors at the monthly meeting of the Board.

(l) Offer suggestions and proposals to improve the operations, administration and marketing/sales aspects of the Centre.

(m) Monitor Sales results.

(n) Monitor building and equipment to ensure optimum performance.

(o) Monitor Operations efficiency and effectiveness.

(p)* Perform other duties as requested by the Board.

(q)* Update terms of reference as necessary.

* Indicates a change. 03-25-88

APPENDIX "C"

Olynyk, King & Duda Advertising Inc.
477 Main St. E., Hamilton, Ontario L8N 1K1 Telephone: (416) 525-8437, Facsimile (416) 525-2336

COPY/COPIE

Client: HECFI

Ad No./N° annonce: 555-002-088 HECFI-FC.VLM

Item: FRONT & CENTRE REVISED - MARCH 21ST, 1988

HEADING: Front & Centre

SUB HEAD: The Hamilton Convention Centre

COPY: Presenting the Hamilton Convention Centre - 60,000 square feet of convention, meeting, exhibit and banquet facilities centered in a vibrant cosmopolitan setting.

Conveniently situated in the heart of Canada's Golden Horseshoe, Hamilton, Ontario is a dynamic, exciting city - just a 35 minute drive from Toronto or the natural wonders of Niagara Falls. No other convention facility can boast as wide an array of readily accessible services, amenities or attractions at such an affordable cost.

For conventions, meetings, exhibits or banquets come to the Hamilton Convention Centre - front & centre, between the Falls and the Tower.

For more information, call (416) 523-5883.

TAG: Greater Hamilton

Greater Facilities

MAP: (MAP)

SIGN-OFF:

(smaller type)

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of the Corporation of The City of Hamilton.

HAMILTON
CONVENTION
CENTRE

APPENDIX "D"
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE DIRECTOR FOR FEBRUARY, 1988

March 15, 1988

INTRODUCTION

Revenues were 4% over for the month of February, at $190,000 and 2% over budget for the year. When compared to 1987, they were 3% down. March is running slow, but April is shaping up to be an excellent month for business.

SALES

The Sales Staff is now solidified into their various categories, and are working hard to bring conventions to Hamilton. The Sales Manager, Nat Davidson, who is responsible for international conventions (U.S.A.), has recently visited Washington, Ohio and Illinois on a "Canada Calling" tour, which has the Federal Tourist Department sponsoring Marketplaces in the various States. Mr. Davidson has a number of qualified leads from his visits and business is expected. Meanwhile, by the presence of Hamilton in these Marketplaces an awareness of the City is created, which is beneficial in the long run.

The Association Sales Executive, Mr. Sal Farrauto, is presently visiting Ottawa on a Sales Blitz and it is expected that qualified leads will come from this tour.

Mr. Vince Guglielmo, the Corporate Sales Executive, recently attended a Meeting Planners International Seminar in Niagara-on-the-Lake, which gave him a number of qualified leads, which he will follow up. As well, he is with Mr. Farrauto on the Ottawa Sales Blitz, and has in mind a number of qualified leads that he can visit in the Capital City.

Finally, Ms. Karen Dowhan is settling in, handling the local business that comes to us by either walk-in or telephone. This business has been heating up in the last two weeks after a very slow start in the New Year.

OPERATIONS

February had a number of special dinners, seminars and conventions, and shows, for example, the B'Nai Brith (1,020), was a great success, as was the Women's Canadian Club Luncheon (550) and the Annual Proctor and Gamble Dinner (725).

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The Ministry of Community and Social Services (120), were here for two days, as was the Hamilton Musicians' Guild (230), Dairy Queen (25), Frito Lay (10), Financial Concept Group (150) and the Ontario Karate Championships (1,000).

Shows included two days of Mardi Gras (1,200) and the Ontario Boat Show (7,000).

GENERAL

The annual Downtown Bed Race was held with the Convention Centre losing its first place finish in 1987 to the Royal Connaught Hotel, who were this year's winners. It was rumoured that Mr. Barry Massey, the General Manager of the Royal Connaught, had his bed made at Spar Aerospace and five of his runners trained with Ben Johnson as sprinters. Mr. Massey denies these rumours vehemently. In any event, the Royal Connaught beat the Hamilton Convention Centre by four seconds.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

APPENDIX "E"

HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

March 17th, 1988

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE

ON SPECIAL CONSIDERATIONS FOR DISABLED PATRONS

Reference: Correspondence from Special Populations Advocates for Recreation (SPAR)

The attached referenced correspondence has been received from Mrs. Lockhart, Chairman of SPAR.

The Hamilton Convention Centre has afforded equal opportunity to the disabled in that:

a. automatic door openers are on all major doors in the Centre;

b. appropriate signage is posted;

c. telephones, washrooms, water fountains have all been installed with the disabled in mind.

In fact, with the disabled parking spots in the covered lot attached to the Centre, a disabled person (wheelchair) can park, enter and make his/her way around the Centre without help. The physical limitations have therefore been removed.

Regarding the sensory and intellectual/emotional limitations, the Hamilton Convention Centre rents space and sells food and beverage to meeting planners both outside and inside the Region. Where these limitations may apply, the planners inform Centre staff and appropriate measures are taken.

W.J. Penfold
Director, Hamilton Convention Centre

sm/WP
encl.

Special Populations Advocates for Recreation

71 Main Street West
City Hall
Hamilton, Ontario L8N 3T4

November 5, 1987

Mr. Brian Conacher
General Manager
H.E.C.F.I.
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Mr. Conacher

We, the members of the Special Populations Advocates for Recreation Committee (S.P.A.R.) would like to make the following request regarding the promotion of disabled consumers into your facility. With the following provisions, we feel that the disabled would be able to access your services on a more regular basis.

We are a group of professionals who deal directly with this population and your potential consumers. This segment of consumers represents twenty percent of the total population of the City and its surrounding areas. We feel that if allowances were made, by meeting their specific needs, that your facility would benefit by increased revenues and attendance.

It is not the intent of these guidelines to ask for free admission but rather to provide the disabled population incentives for the provision of equal availability of leisure opportunities.

For your consideration we have defined the disabled population as follows:

Definition of Disabled

"Any person facing barriers of gaining independent access or who require assistance with activities of daily living". Activities of daily living would include: toileting, feeding, assistance with accessibility, maneuvering of the aid or person, interpreting, communication and direct supervision for those who cannot do it for themselves.

Physical Limitations

Would be those who utilize a mobility aid and/or who require additional assistance from another. Devices would include: wheelchair, walkers, canes, crutches et cetera. Those who are feeble or frail.

continued .....

Sensory limitations

Would include those with a visual or hearing impairment who may require a guide or interpreter.

Intellectual/Emotional limitations

Would include those whose intellectual/emotional ability requires them to have direct supervision. This population may include stroke, head injury, developmentally handicapped, psychiatrically disabled, Alzheimers et cetera

We are aware of your policy and procedures as it pertains to those who have physical limitations. However, this only represents one area of the disabled. We feel that an amendment to your policy, to include all the forementioned disabilities would achieve the goal of equal opportunity for all disabled citizens.

Representatives from the S.P.A.R. membership would be more than willing to meet with your facility personnel to discuss any concerns you may have regarding implementation of this request.

Your consideration and response would be appreciated.

I remain

Wendy Lockhart

Wendy Lockhart (Mrs.)
Chairman of S.P.A.R.

WL/cf

c.c. Regional Advisory Committee
for the Physically Disabled
Regional Co-ordinating Committee
for the Developmentally Handicapped
Task Force on Care for Psychiatrically Disabled

Attachment 5.3.1

5.3.1 Hamilton Convention Centre Committee
Minutes of February 26, 1988

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, February 26, 1988
08:00 hours
Room 206, HCC

PRESENT: Mr. Terry E. Yates, Chairman
Alderman Reg Wheeler, Vice-Chairman
Mr. Duncan M. Beattie
Mrs. Mary Dow

ALSO PRESENT: Mr. William J. Penfold, Director
Hamilton Convention Centre
Mr. John A. Leuser, Director
Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. Norman Levitt - out of town
Mr. Frank DeNardis - out of town
Alderman Brian Hinkley - other business
Mr. Brian K. Conacher - out of town on business

Chairman's Remarks

1. Chairman's Remarks

The meeting was called to order at 08:00 hours and the Chairman welcomed Mrs. Dow as a new member of the committee. It was explained that Mr. DeNardis was unable to be present.

Minutes of previous meeting

2. Minutes of previous meeting

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE MINUTES OF THE REGULAR MEETING HELD JANUARY 29, 1988, BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

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Matters arising

3. Matters arising from previous meeting

Report on Client Evaluations

3.1 Client Evaluations - Report

The Director, HCC, presented a report prepared from evaluations received during 1987, stating that 125 clients had returned the Client Evaluation form out of some 800 events held - approximately 15% response.

Only negative responses were noted, with percentages. It was noted that in the Marketing/Sales Section, only one negative comment was made - .08% - which was insignificant. In the vast majority of cases, the reason for selection of the Centre was "Satisfactory previous booking" and Advertising accounted for only 1% of the responses. 14% of respondents indicated problems with the temperature of the building, with ease of access being the next largest negative response (13%). 91.3% indicated that excellent service is bringing people back to the Centre.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE REPORT ON CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION AND THAT A SIMILAR REPORT SHOULD BE PRODUCED ON A BI-ANNUAL BASIS

Director

MOTION CARRIED

Director's Report - January/88

4. Director's Report - January, 1988

The Director presented his report, and also welcomed the new member of the committee who was present.

January was traditionally a slow month for the Centre, although revenue was down only $3,000 from the budgeted figure, and 8% down from 1987. Revenue for February seemed likely to achieve budget.

Business during the month was mixed, with banquets, shows and conventions heading the list of events. Annual dinners included the Advertising and Sales Club and the Academy of Medicine; new business included the Junior "A" All-Star lunch and the Billy Graham Crusade breakfast. The Leeds Bridal Show was again a success and a "first timer" - the "Maturity, Now and Beyond" Show, had a turnout of 7,000, which pleased the producer, Scott Walker. Hamilton District Council of Women had a convention with 400 delegates and the organizers were very happy with its success.

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It was reported that Arlene Murphy, Events Coordinator, had resigned and that her position would be posted as soon as possible.

Ms. Margaret Mogford had been appointed Sales Secretary-she was previously the receptionist in the Sales Department.

The members were informed that a Mr. Raul Jacoby has replaced Mr. Rudy Prinz as General Manager of the Sheraton Hamilton Hotel.

Menu and liquor prices have been adjusted for the 1988 season in accordance with holding to food costs, price raises at the LCBO and the cost of living.

Both Stairwells have now been enclosed and will be painted and finished as the warmer weather approaches. Where graffiti has marred the brick, it will be removed and the surfaces cleaned.

Alderman Wheeler was pleased with the report on the stairwells and the Chairman stated he was glad to hear that February was "on track" as regards revenue. Mr. Leuser would report later on expenses for January and February.

On the question of the price of drinks at the Centre, it was reported that they are well below those at the Sheraton and Holiday Inn. Regarding food, our prices were below those at the Sheraton, about the same as the Holiday Inn and slightly above the Royal Connaught. The Chairman was concerned that the Aldermen were ready with an answer to any accusation that prices were too high, and Alderman Wheeler thought we should stay competitive.

It was MOVED by Mrs. Dow, seconded by Alderman Wheeler -

THAT THE DIRECTOR'S REPORT BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Corres-pondence

5. Correspondence

This was discussed, and it was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT THE CORRESPONDENCE BE RECEIVED FOR INFORMATION

MOTION CARRIED

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Client Evaluations

6. Client Evaluations

Mr. Beattie was very interested as usual, and Aldermen Wheeler pointed out one or two matters which he thought required attention, such as poor lighting, lack of desserts on a buffet; it was pointed out by the Director that this was really the responsibility of the entrepreneur, as the Events staff can only go so far in suggesting what might be required in the way of additional lighting etc. Direction was given that staff be requested to find out as much information as possible when talking with clients, so that each point could be covered ahead of time. The Director also pointed out that this was standard procedure, but that the committee's wishes would be carried out. In answer to a query by Mrs. Dow, the Director assured the members that serious matters raised on the client evaluation forms were responded to in writing.

Secretary
Director

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Unaudited Operating Results - Dec.31/87

7. Unaudited Operating Results for month of December and the year ended December 31, 1987

The Director, Finance/Administration, presented his report as follows:-

"The Convention Centre realized for the month of December and the year ended December 31, 1987, budgetary surpluses (deficits) of approximately $(66,427) and $230,532 respectively.

"The budgetary deficit of $66,427 for the month arose primarily due to:

1) total building maintenance expenditures for the month exceeding that budgeted by $44,980; and

2) kitchen and banquet operating supplies, maintenance and replacement accounts for the month exceeding that budgeted by $27,809.

"The budgetary surplus of $230,532 for the year arose primarily as a result of revenue exceeding that budgeted by $522,080, or 22.2%.

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"Revenue for the year ended December 31, 1987 exceeded that achieved for 1986 by $409,197, or 16.6%."

The Director, Finance/Administration, stated he would have preferred expenses to have been spread more evenly over the last few months of the year. In respect of January, the Data Processing Department had not yet produced the relevant reports, but these were expected early in March. An unusual amount of training during January would partly account for labour costs above budget.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE UNAUDITED OPERATING RESULTS FOR THE MONTH OF DECEMBER AND THE YEAR ENDED DECEMBER 31, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS Secretary

MOTION CARRIED

New Business

8. New Business

Garbage Disposal

8.1 Garbage Disposal

The Director, HCC, explained that this item appeared on the Agenda at the request of Alderman Gallagher, who unfortunately was not present due to another matter which had arisen. Alderman Gallagher had requested that someone show him the garbage disposal area at the Centre. He had passed on the copy of correspondence furnished by the Director to a lawyer. Alderman Gallagher had mentioned moving the operation to another area, and definitely thought the situation should continue to be monitored, especially during the summer. The Director reported that a special air freshener is added automatically to the area every fifteen minutes, and the wet garbage had been reduced. Also, pick-ups had been rearranged, with one taking place following the week-end after food and beverage events. The Operations Manager had taken the Inspector to the area, and was informed that it was fine. Also, now that we have another full-time person, the garbage is dealt with as it should be. Instructions were given that the situation continue to be monitored, so that any problems could be dealt with promptly. Secretary

Proposed New Conv'n. Centre

8.2 Proposed new Convention Centre

This matter was raised by Mrs. Dow, following the appearance of an article in the newspaper. Mrs. Dow stated she would like assurance that matters which might constitute competition were kept track of. It was stated that convention

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centres were usually loss-leaders, and served to bring dollars to the city in which they were located. It was estimated that an amount of $10 million would provide convention facilities totalling between 10 and 30 thousand square feet. Also, a convention centre requires a downtown location in order to be close to hotels, etc. and the location would account for a large proportion of the cost of building. The Director agreed that he would keep track of any new proposals and report to the committee.

Terms of Reference

8.3 Terms of Reference

The Director distributed copies of the Terms of Reference for the Hamilton Convention Centre Committee. It was agreed that the members would peruse these, in readiness for discussion at the next meeting.

Motion to Move In Camera

9. Motion to Move In Camera

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Motions Carried in In Camera Session

10. Motions carried during In Camera Session

THAT THE SALES REPORTS FOR JANUARY, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS.

THAT THE REPORT OF THE MARKETING SERVICES MANAGER BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE MONTHLY OVERVIEW FOR THE SALES DEPARTMENT BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE EVENT REVENUE REPORTS FOR DECEMBER 1987 AND JANUARY 1988 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE FINANCIAL AND STATISTICAL REPORTS FOR THE TWELVE-MONTH PERIOD TO DECEMBER 31, 1987 AND FOR THE ONE-MONTH PERIOD TO JANUARY 31, 1988 BE APPROVED AND RECEIVED FOR INFORMATION

Date of Next Meeting

11. Date of next meeting

It was agreed that the next meeting would be held at 8:00 o'clock a.m. on Friday, March 25, 1988.

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Motion for Adjournment

12. Motion for Adjournment

It was MOVED by Mr. Beattie, seconded by Alderman Wheeler -

THAT THE MEETING BE ADJOURNED AT 09:37 HOURS

MOTION CARRIED

Taken as read and approved,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

5.4 Hamilton Place Theatre Commitee Second Report

HAMILTON PLACE

March 25, 1988

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF MARCH 24, 1988

The Hamilton Place Committee presents its Second Report and submits the following for information:

1. OKD Advertising Agency Presentation

   The general ideas and design concept presented were approved. It was recommended that colour be considered. OKD was requested to come back with some colour costs - especially one spot colour.

2. Facility Marketing

   The Director's Facility Marketing Report was received for information.

   Note: Documentation is attached.

3. Marketing Services

   The Marketing Services Report of the Managing Director/CEO was received for information.

   Note: Documentation is attached.

4. Marquee

   There was a verbal report on a meeting Mr. Ellison & Mr. Burrows had with the original architect of Hamilton Place, Trevor Garwood-Jones and Peter Hamilton of Burton Kramer Inc. Discussion followed regarding Mr. Garwood-Jones' reservations and several changes were suggested by Committee members. Burton Kramer is to be asked to come back with a revised design based on these suggestions.

5. Report of the Assistant Director

   The report of the Assistant Director was received for information.

   Note: Documentation is attached.

6. Consolidated Unaudited Operating Results

The Consolidated Unaudited Operating Results for the twelve month period ended December 31, 1987 and the two month period ended February29, 1988 were received for information.

7. Special Consideration for Disabled Patrons (SPAR)

At the request of the HECFI Board, the Committee reviewed the background correspondence pertaining to this issue, provided by the Secretary to Board. Management will meet with representatives of SPAR and report back to the Hamilton Place Committee.

8. CFL Draft

The thank you letter from the Director of Administration of the Canadian Football League was received for information.

Note: Documentation is attached.

Respectfully submitted,

_____

Sam M. Cino, Chairman

_____

Jean Faris, Secretary

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416 525-3100

MEMO TO: Hamilton Place Committee

FROM: Thomas B. Burrows, Director

DATE: March 21, 1988

SUBJECT: Facility Marketing Report

1) ALABAMA campaign, undertaken by Hamilton Place as co-presenter of attraction at Copps Coliseum. Example of value of crediting co-promotion and "Contra" (tickets for air time). Budget as established with approval of promoter was $10,000. Value of Campaign: $35,183.86 - ATTACHMENT

2) Communication with patrons - Advance Mailing List - to improve customer service through telephone ordering. ATTACHMENT

3) Advertising/Promotion project funded by Marketing Services is the subject of a presentation by OKD Advertising Agency Inc. during this meeting.

4) Market Survey: approved by management, a Marketing Research Survey under the supervision of Professor K. Deal for TRIMAC Research using our Advance Mail Order List is in progress. Results will be distributed on completion.

5) Computer assisted program for retention of customer names by patron interest has been discussed with BASS. Software is available. This will properly be reported by the Director of Finance and Administration at a future meeting.

Thomas B. Burrows.

ALABAMA CAMPAIGN

The following is a breakdown of the ALABAMA promotion campaign which includes the paid advertising and the free promotion.

FREE PROMOTION		PAID ADVERTISING	
CHCH-TV			
62 Free promos	$14,400.00	27 commercials	$3,500.00
CHAM RADIO			
373 Free promos	$10,523.00	30 commercials	$1,410.00
CHOW RADIO			
30 Free promos	$ 300.00	18 commercials	$ 378.00
CKGL RADIO			
46 Free promos	$ 946.00	19 commercials	$ 570.00

NEWSPAPER

Hamilton Spectator (5 insertions)
Brantford Expositor (3 insertions)
St. Catharines
Standard (2 insertions) $2,776.00

MISCELLANEOUS EXPENSES

slics, sign, courier $ 304.86

FREE $26,169.00 PAID $9,014.86

TOTAL FREE & PAID CAMPAIGN

$35,183.86

Free 74% Paid 26%

(A total of 118 tickets given to Radio and TV stations- $2,788.00)

HOW TO PURCHASE YOUR TICKETS IN ADVANCE

A BY ADVANCE MAIL:

1. READ YOUR CALENDAR OF EVENTS AND ORDER FORM CAREFULLY AND THOROUGHLY

2. FILL OUT THE FORM, CHECKING TO ENSURE YOU HAVE ENTERED INFORMATION IN ALL OF THE NECESSARY AREAS.

3. BE CERTAIN TO INCLUDE THE ALTERNATIVES YOU ARE WILLING TO ACCEPT RE: PRICE RANGES AND DATES.

4. REMEMBER TO ENCLOSE YOUR ORDER FORM, YOUR PAYMENT THAT INCLUDES THE $2.00 HANDLING CHARGE, AND A SELF-ADDRESSED STAMPED ENVELOPE.

   MAIL YOUR ORDER TO: HAMILTON PLACE MAIL ORDERS,
   c/o HECFI BOX OFFICE,
   101 York Boulevard,
   Hamilton, Ontario.
   L8R 3L4

5. FOR BEST RESULTS, MAIL YOUR ORDER IN TO US THE DAY YOU RECEIVE YOUR CALENDAR OF EVENTS.

B. BY ADVANCE TELEPHONE:

1. READ YOUR CALENDAR THOROUGHLY.

2. CALL - 645-3266 (Hamilton Place telephone order number)
   - 1-416-645-3266 (outside the 416 area)

3. TELEPHONE ORDERS ARE FILLED ON A BEST AVAILABLE BASIS.

4. HAVE YOUR VISA or MASTERCARD NUMBER READY. THERE IS A $1.50 PER TICKET HANDLING CHARGE WHEN ORDERING BY PHONE.

5. FOR BEST RESULTS, TELEPHONE YOUR ORDER IN TO US THE DAY YOU RECEIVE YOUR CALENDAR OF EVENTS.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **COPPS COLISEUM COMMITTEE**
HAMILTON CONVENTION CENTRE COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HECFI EXECUTIVE COMMITTEE

FROM: Brian K. Conacher, Managing Director/CEO

DATE: March 17, 1988

SUBJECT: **MARKETING SERVICES REPORT - March, 1988**

- At your meetings in February, verbal reports were presented by the management Directors of each facility on behalf of the Marketing Services Department in the absence of both MARY WEBB - Marketing Services Manager and BRIAN CONACHER - HECFI Managing Director/CEO.

- MARY WEBB was on vacation from February 15 to March 1, 1988. Within a few days of her return, she became seriously ill with pneumonia. She is not expected to return to work until near the end of March.

- In her absence, myself and NORM MARSHALL met with our ad hoc advertising agency OK&D in order to continue work on a couple of priority projects in the absence of MARY WEBB:

  1. Ad concept/layout development for new facility ads for publications.

  2. 1987 HECFI ANNUAL REPORT.

  3. Hiring third ADVERTISING, PROMOTIONS, PUBLIC RELATIONS COORDINATOR.

1. Ad Concept/Layout Development For New Facility Ads For Publications

- On March 16, 1988 a meeting was held with OK&D and myself, NORM MARSHALL, TOM BURROWS, JOHN CRANE and BILL PENFOLD.

- OK&D presented their ad concepts/layouts for the ads for publications for the three facilities.

- As a result of this meeting OK&D made presentations to all three facility COMMITTEES.

2. 1987 HECFI ANNUAL REPORT

- On March 16, 1988 a meeting was held with OK&D and myself and NORM MARSHALL.

- The wishes of the HECFI Executive Committee and HECFI Board of Directors were conveyed to OK&D.

- OK&D plan to have a draft layout available for the HECFI Executive Committee meeting April 6, 1988.

3. Hiring Third ADVERTISING, PROMOTIONS, PUBLIC RELATIONS COORDINATOR

- 185 people applied for this position with several more coming in after the deadline.

- Screening took place to reduce to 46 applicants who were all interviewed.

- Currently down to a short list of 7 finalists.

- The final selection has been delayed until MARY WEBB returns and can be part of the final selection process.

Respectfully submitted,

Brian K. Conacher
Managing Director/CEO

cc: Mary Webb
Norm Marshall

M E M O R A N D U M

March 16, 1988

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report #1

1. Marquee

A meeting is to be held with Trevor Garwood-Jones, Burton Kramer and Peter Hamilton to review the marquee design proposal. A report on this meeting will be available for the Hamilton Place Committee meeting.

2. Roof replacement

The consultant's evaluation of the condition of our roof has been delayed because weather conditions have not been conducive. However, it is expected that the report will be ready for the next meeting of the Committee.

3. School programming - Audience development

PETER PAN, RUMPELSTILTSKIN and THE PHANTOM OF THE OPERA are all close to sold out which should give us a strong finish to the first half of 1988.

Negotiations are underway for shows for the latter half of this year and into the first half of 1989.

4. Studio Theatre riser replacement

The seating risers in the Studio Theatre have been in place for the past fifteen years. They are now being repaired constantly and are becoming unsafe to continue to use. Specifications are being drawn up in order to issue a tender call for their replacement by the fall of this year.

5. Carpet replacement

The carpet throughout the public areas of Hamilton Place was replaced eight years ago, which was seven years after the original carpet was installed. It is time to replace the carpet again but whether it is this year or next will depend on whether the manufacturer will give us a better price if we combine our order with that of the Convention Centre.

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Assistant Director's Report #1 cont'd...

6. New postage machine

The postage machine that we presently use has been in service since Hamilton Place opened in 1973. It breaks down constantly which often results in a delay in the mail going out.

I have worked through the City's Purchasing Department to obtain quotes on a new machine with the best price coming from Pitney Bowes in the amount of $5,812.24 (includes taxes). This allows for a trade-in on our present machine and one year's free service.

CANADIAN FOOTBALL LEAGUE

March 14th, 1988

Mr. Tom Burrows,
Manager,
Hamilton Place,
P. O. Box 2080,
Station A,
Hamilton, Ontario.
L8N 3Y7

Dear Tom:

Just a short note to thank you for your assistance during our annual meeting and college draft earlier this month. Everything went extremely well largely in part to the efforts of you and your staff.

Yours sincerely,

Ken Derrett,
Director of Administration.

KD:sip

cc: John Iaboni
Dan Fahey

5.4.1 Hamilton Place Theatre Committee Minutes of January 28, 1988

HAMILTON PLACE COMMITTEE MEETING

JANUARY 28, 1988
8:30 A.M.
HAMILTON PLACE BOARD ROOM

PRESENT: Mr. S. M. Cino, Chairman
Dr. C. Bart
Mr. T. Casey
Alderman B. Hinkley, Chairman, HECFI Board
Alderman R. wheeler

ALSO PRESENT: Mr. T. Burrows
Mr. R. Ellison
Mrs. J. Faris, Secretary

REGRETS: Mr. B. Conacher
Mr. J. Leuser

1. Chairman's Remarks

The Chairman called the meeting to order at 8:40 a.m.

1.1 Report of In Camera Meeting

The following motions were carried during the In Camera Meeting:

THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED AT 8:40 A.M.

THAT THE IN CAMERA MINUTES OF JANUARY 7, 1988 BE APPROVED.

THAT THE STATUS REPORT ON ADVANCE BOOKINGS/CONTRACTS BE RECEIVED FOR INFORMATION.

THAT HAMILTON PLACE STAFF BE INSTRUCTED TO CONTINUE WITH INVESTIGATION OF THE MATTER OF COMPENSATION FOR THE STUDIO THEATRE FLOOR AND MAKE A RECOMMENDATION TO THE EXECUTIVE COMMITTEE.

THAT THE REPORT ON THE STUDIO THEATRE FLOOR BE ACCEPTED.

THAT APPROPRIATE CITY HALL DEPARTMENTS REVIEW THE ASSESSED VALUES OF OFFICE SPACE IN HAMILTON PLACE AS COMPARED WITH THE DOLLAR PER SQUARE FOOT ASSESSMENT AND CONSEQUENT TAX LEVIES ON COMMERCIAL SPACES IN THE CITY CORE AREA.

THAT A REQUEST BE MADE THROUGH THE HECFI ORGANIZATION THAT THE REGION RECONSIDER ITS POSITION WITH REGARD TO ADDITIONAL FUNDING REQUESTS FROM TENANTS OF HAMILTON PLACE, BASED ON THE TAX INCREMENT.

THAT THE IN CAMERA SESSION BE ADJOURNED

2. Minutes of January 7, 1988

2.1 Errors or Omissions

Alderman Hinkley stated that he expected to see in the minutes that a letter would be sent to Alderman Merling inviting him to this meeting to answer his questions concerning complimentary tickets. Mr. Burrows said that he did not understand that it was to be an invitation to this meeting but he would be happy to invite him to the next meeting. Mr. Burrows will send Alderman Hinkley the background information that was sent out to Committee members on this subject at the last meeting.

2.2 Motion for Approval

MOVED by Dr. Bart, seconded by Alderman Wheeler that

THE MINUTES OF JANUARY 7, 1988 BE APPROVED.

MOTION CARRIED

3. Business Arising from the Minutes

Dealt with in the Reports

4. Director, Hamilton Place - Report

4.1 Facility Marketing

Following discussion led by Alderman Hinkley, it is understood that Facility Marketing: Advertising, Publicity and Promotion of Hamilton Place attractions, events and programs will be the subject of written reports from the Director for all Committee meetings.

Alderman Hinkley would like to be informed at each meeting of any activity in facility marketing to get a better idea of where we are going, what we are doing and the results of facility marketing activities. Until the Committee can get a grasp on how things are progressing with regard to programming etc., information is needed that will focus on programming activity and the results of our facility marketing initiative.

Reports will include, but not be limited to

1) selling/promotion initiatives planned, in process or completed,
2) improvements and/or innovations to usual communication with the public/patrons,
3) projects/programs supported, assisted or funded by the new Marketing Services Department which is funded corporately (Hamilton Place advertising and promotion will continue to be charged to each attraction/event) - including
4) Market Surveys/Research

Alderman Hinkley reiterated the importance of computer assisted retention of all customer names (telephone, mail and direct sales) by patron interest. Mr. Burrows said that this matter was discussed at the managers' meeting after the last Committee meeting. This is an active item that will be pursued. It will remain on future agendas to report progress.

4.1 Facility Marketing (continued)

Mr. Burrows reported verbally on initial discussions with McMaster Business School students that should result in an agreement to undertake a Market Research Project.

Mr. Burrows reported that Hamilton Place (Hamilton Performing Arts Foundation Inc.) will act as a co-presentor with Fowler Promotions Inc. for the ALABAMA Concert at Copps Coliseum. Management of the two HECFI facilities worked co-operatively to produce a monetary offer (presented by Hamilton Performing Arts Foundation Inc.) that resulted in the attraction playing Hamilton.

4.2 New Faces Cabaret '88

A Status Report on Programming, Venues, Revenue, along with Proposed Budget - 1988 and Budget and Actual - 1987 was distributed with the agenda material prior to the meeting.

The report documents revenue and expenditures for New Faces '87 and planning for New Faces '88. Though expenses are projected to be higher, the combination of anticipated grants, sponsorships and performance revenues should result in a better, more ambitious program that will not require funding from the Operations Budget in 1988.

MOVED by Alderman Hinkley, seconded by Dr. Bart that

THE COMMITTEE APPROVES IN PRINCIPAL THE PROPOSED NEW FACES CABARET '88 PROGRAM AS A SELF FINANCED ACTIVITY, GIVEN THE APPROVAL OF MINIMAL FEDERAL AND PROVINCIAL GRANTS, AND AUTHORIZE THE DIRECTOR TO PROCEED WITH IMPLEMENTATION OF THE COMMUNITY EDUCATIONAL PROJECT AND THAT THE DIRECTOR SUBMIT A ONE PAGE BUDGET SUMMARY, WITH DETAILS OF ANTICIPATED REVENUE AND BUDGETED EXPENSES FOR PRESENTATION TO THE MARCH MEETING OF THE AUDIT/FINANCE Committee.

MOTION CARRIED

5. Marketing Services Report

No report as Mr. Conacher was not present.

6. Assistant Director, Hamilton Place - Report

Theatre Marquee.

Mr. Ellison advised the Committee that Burton Kramer Associates Limited would be making a presentation at the end of the meeting.

Roof Replacement

The consultant's report will have to be delayed further because of weather conditions.

School Programming

Sales are going very well and an addition has been made to the season with a performance of The Phantom of the Opera in May.

6. Assistant Director, Hamilton Place - Report (Continued)

MOVED by Mr. Casey, seconded by Dr. Bart that

THE REPORT OF THE ASSISTANT DIRECTOR BE RECEIVED FOR INFORMATION.

MOTION CARRIED

7. Director of Finance and Administration - Report

Due to his scheduled attendance at the 9th Annual Box Office Management International Conference and Exhibition, Mr. Leuser was unable to attend the meeting but he submitted a report as of January 21, 1988 giving the Status of 1987 Year-end Financial Reports and the 1988 Monthly Financial Reports as well as the 1988-1992 Capital Budgets.

Hamilton Place Committee expects and requires representation from Finance and Administration at its meetings.

8. New Business

Nil

9. Other Business

Nil

10. Correspondence

Nil

At this point, Mr. Burton Kramer of Burton Kramer Associates Limited and Mr. Peter Hamilton, Architect joined the meeting and presented their concept for a marquee for Hamilton Place.

Discussion followed and Alderman Hinkley suggested that the Committee favourably receive this, take it under advice and have the consultant present it to the HECFI Board meeting on February 12th. The Chairman thanked Mr. Kramer for the excellent presentation.

11. Adjournment

MOVED by Dr. Bart, Seconded by Alderman Wheeler

THAT THE MEETING BE ADJOURNED

MOTION CARRIED.

Sam M. Cino, Chairman

Jean Faris, Secretary

5.5 Audit Committee First Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**REPORT TO THE BOARD OF DIRECTORS
FROM THE AUDIT COMMITTEE MEETING
OF MARCH 25, 1988**

The Audit Committee presents its FIRST Report and recommends approval of the following:

1. Draft Audited Financial Statements for The Hamilton Entertainment and Convention Facilities Inc. and The Hamilton Performing Arts Foundation Inc.

   That the Draft Audited Financial Statements for HECFI and The Hamilton Performing Arts Foundation Inc.. for the year ended December 31, 1987 be approved (statements attached).

The Audit Committee submits the following for information:

(i) Dr. C. Bart was elected to the position of Vice Chairman of the Audit Committee;

(ii) A report from Mr. Michael Collyer stating "...Our examination did not disclose any weakneses in internal control or errors that should be brought to your attention..." (March 24th correspondence attached);

(iii) There were no reported concerns in respect of Accounts Receivable.

Respectfully submitted,

Mr. W. McFarland, Chairman

Patricia Bennett

Patricia Bennett, Secretary

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FOR
DISCUSSION ONLY

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1987

AUDITORS' REPORT

To the Board Members of
The Hamilton Entertainment and
Convention Facilities Inc.,
Members of Council, Inhabitants
and Ratepayers of the Corporation
of the City of Hamilton.

We have examined the balance sheet of The Hamilton Entertainment and Convention Facilities Inc. as at December 31, 1987 and the statement of revenue and expenditure for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1987 and the results of its operations for the year then ended in accordance with the accounting principles disclosed in note 1 to the financial statements applied on a basis consistent with that of the preceding year.

Hamilton, Ontario,
February 25, 1988.

CHARTERED ACCOUNTANTS.

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EXHIBIT "A"

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
BALANCE SHEET
AS AT DECEMBER 31, 1987

A S S E T S

	1987	1986
CURRENT		
Imprest funds	$ 16,500	$ 15,500
Cash in bank	6,453	12,943
Accounts receivable	712,725	461,952
Due from City of Hamilton	267,091	184,310
Inventories (note 2)	65,619	62,438
Prepaid expenses	36,266	38,883
Deferred charges on future shows	10,435	5,993
	$ 1,115,089	$ 782,019

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L I A B I L I T I E S, R E S E R V E S A N D S U R P L U S

CURRENT		
Accounts payable and accruals	$ 445,083	$ 288,119
Advance ticket sales	330,784	111,764
Deposits on future rentals	141,907	90,841
Unredeemed gift certificates	113,315	107,295
	1,031,089	598,019
RESERVE FOR INNOVATIVE PROGRAMMING (note 3)	35,000	45,000
SURPLUS	49,000	139,000
	$ 1,115,089	$ 782,019

APPROVED ON BEHALF OF THE BOARD

)
_____) DIRECTORS
)
_____)

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FOR DISCUSSION ONLY

EXHIBIT "B"

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986 (note 8)
REVENUE		
Food, beverage and concessions	$ 2,871,964	$ 2,347,942
Rentals, licence fees and show revenue	1,719,618	1,547,286
Recoveries	1,608,830	1,433,198
Box office	494,496	371,590
Other	316,853	289,555
	7,011,761	5,989,571
EXPENDITURE		
Operations	2,373,354	2,110,814
Food and beverage	2,058,901	1,816,201
Administration	1,664,005	1,601,067
Maintenance	1,209,222	993,968
Marketing and promotion	845,828	871,409
Box office	403,474	320,907
	8,554,784	7,714,366
EXCESS OF EXPENDITURE OVER REVENUE FROM OPERATIONS	1,543,023	1,724,795
CONTRIBUTION FROM THE CITY OF HAMILTON:		
Surplus prior year	139,000	278,000
Contribution current year	2,396,960	2,154,570
	2,535,960	2,432,570
EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR	992,937	707,775
TRANSFER TO THE CITY OF HAMILTON (note 4)	943,937	568,775
SURPLUS	$ 49,000	$ 139,000

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THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1987

1. SIGNIFICANT ACCOUNTING POLICIES

The corporation follows accounting principles appropriate for a not-for-profit organization. The more significant of these accounting policies are summarized below.

(a) Rentals, Licence Fees and Show Revenue -

Rentals, licence fees and show revenue comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the corporation acts as a promoter or co-promoter on shows.

Revenue excludes the capital improvement ticket surcharge.

(b) Inventories -

Inventories are valued at the lower of cost, measured on a first-in, first-out basis, and replacement value.

(c) Fixed Assets and Depreciation -

The land, buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. are owned by The Corporation of the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenditures occur, or to a capital projects reserve fund established for the purchase of fixed assets and maintained by the City of Hamilton on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(d) Reserves -

Appropriations for reserves, if any, are included as expenditures. Payments relating to the functional purpose of the reserves are charged directly to the reserves.

The accompanying financial statements do not include the activities of two related corporations, The Hamilton Performing Arts Foundation Inc. and The Hamilton Arena/Trade Centre Foundation Inc.

2. INVENTORIES

Inventories consist of liquor, beer, wine, food, soft drinks and tobacco supplies.

3. CONTINUITY OF RESERVE FOR INNOVATIVE PROGRAMMING

	1987	1986
Balance - beginning of year	$ 45,000	$ -
Add transfer from predecessor corporations	-	75,000
	45,000	75,000
Deduct charges during the year	10,000	30,000
Balance - end of year	$ 35,000	$ 45,000

4. TRANSFER TO THE CITY OF HAMILTON

At the end of the year $ 943,937 (1986 - $ 568,775) of the excess of revenue over expenditures for the year was returned to the City of Hamilton. The amount has been allocated to the following reserve accounts:

Reserve fund for Capital Projects (see note 5)	$ 668,937	$ 568,775
Special Events Subsidy Fund (see note 5)	275,000	-
	$ 943,937	$ 568,775

5. OTHER RESERVE FUNDS

The following reserve funds have been set aside by City Council on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(a) Capital Improvement Surcharge Fund -

The Hamilton Entertainment and Convention Facilities Inc. levies a patron surcharge on ticket admissions to Hamilton Place. Receipts from this surcharge are transferred quarterly to the City of Hamilton and recorded in the Hamilton Place ticket surcharge reserve fund account. The funds in this account are utilized for capital improvements to Hamilton Place. The continuity of this fund is summarized as:

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Balance - beginning of year	$ 430,912	$ -
Transfer from predecessor corporation	-	242,829
Receipts during the year	108,846	160,590
Interest earned during the year	18,030	27,493
Carried forward	557,788	430,912

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	1987	1986
Brought forward	$ 557,788	$ 430,912
Payments made in year		
Personnel hoist	(30,444)	-
Updated lighting systems for the Great Hall and Studio Theatre	(242,129)	-
Stage floor reinforcement for the Great Hall	(21,190)	-
Refurbishing and insulating Studio Theatre floor	(7,878)	-
Balance - end of year	$ 256,147	$ 430,912

The following commitments have been approved by the Board of Directors and will be charged against the fund in the year of acquisition:

Stage draperies for the Great Hall	$ 29,667	$ -
Balance of purchase order remaining on refurbishing and insulating Studio Theatre floor	5,120	-
Design concept for a marquee	8,700	-
Personnel hoist		30,444
Updated lighting systems for the Great Hall and Studio Theatre	-	242,129
Stage floor reinforcement for the for the Great Hall	-	18,998
Refurbishing and insulating Studio Theatre floor	-	12,998
	$ 43,487	$ 304,569

(b) Fund for Capital Projects

This reserve fund and the interest earned thereon is used primarily to finance major building repairs, purchase of equipment or replacement thereof. The continuity of this fund is summarized as:

Balance - beginning of year	$ 1,516,447	$ -
Transfers from predecessor corporations -		
Hamilton Place	-	323,980
Hamilton Convention Centre	-	603,164
Copps Coliseum	-	555,985
Interest earned during the year	125,296	104,228
Surplus transferred from The Hamilton Entertainment and Convention Facilities Inc.	668,937	568,775
Carried forward	2,310,680	2,156,132

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	1987	1986
Brought forward	$ 2,310,680	$ 2,156,132
Expenditures for approved capital projects	(145,300)	(83,700)
Transfers to -		
The Hamilton Entertainment and Convention Facilities Inc. current operations	-	(278,000)
Special events subsidy fund	-	(277,985)
Balance - end of year	$ 2,165,380	$ 1,516,447

The Board of Directors has approved proceeding with the following projects which will be charged against the fund in the year of acquisition:

Facility management computer system	$ 65,000	$ 78,800
Furniture and equipment for the Hamilton Convention Centre	263,000	42,500
Renovations for Copps Coliseum	91,100	-
Equipment for the Corporate division	7,400	-
	$ 426,500	$ 121,300

(c) Special Events Subsidy Fund

This reserve and interest earned thereon is used primarily to attract events to the facilities operated by The Hamilton Entertainment and Convention Facilities Inc. The continuity of this fund is summarized as:

Balance - beginning of year	$ 182,139	$ -
Funding from the City of Hamilton for parking fee reductions	-	50,000
Transfer from the fund for capital projects	-	277,985
Surplus transferred from The Hamilton Convention Facilities Inc.	275,000	-
Interest earned during the year	7,675	-
Payments made in the year		
Parking fee reductions	(61,559)	(39,337)
Event subsidies	(85,030)	(106,509)
Balance - End of Year	$ 318,225	$ 182,139

The Board of Directors has approved event subsidy commitments of $ 102,500 for 1988.

6. SEGMENTED INFORMATION

The Hamilton Entertainment and Convention Facilities Inc. was incorporated without share capital under the laws of Ontario by the City of Hamilton to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade centre and arena)
Hamilton Convention Centre
Hamilton Place (a theatre-auditorium)

The financial results by division are summarized on Schedule #1 to these financial statements.

7. OTHER FINANCIAL INFORMATION

At December 31, 1987, The Corporation of the City of Hamilton has outstanding long-term debt of $ 20,211,646 (1986 - $ 21,216,667) which was incurred to acquire the buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. The Corporation of the City of Hamilton's interest and principal repayments on this debt for 1987 were $ 2,420,405 (1986 - $ 2,523,012) and $ 1,674,055 (1986 - $ 1,630,254) respectively.

In addition, The Corporation of the City of Hamilton incurred estimated utility charges of $ 675,000 (1986 - $ 872,000) related to the operations of The Hamilton Entertainment and Convention Facilities Inc.

8. COMPARATIVE FIGURES

Certain reclassifications of 1986 comparative figures have been made to conform to the financial statement presentation adopted in 1987.

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SCHEDULE #1

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
SCHEDULE OF FINANCIAL RESULTS BY DIVISION
FOR THE YEAR ENDED DECEMBER 31, 1987

	Copps Coliseum		Hamilton Convention Centre		Hamilton Place		Corporate		Total	
	1987	1986	1987	1986	1987	1986 (note 8)	1987	1986 (note 8)	1987	1986 (note 8)
Revenue	$ 1,807,887	$ 1,456,515	$ 2,872,080	$ 2,462,882	$ 1,697,098	$ 1,598,180	$ 634,696	$ 471,994	$ 7,011,761	$ 5,989,571
Expenditure	1,604,106	1,383,267	2,892,718	2,532,155	2,246,419	2,071,263	1,811,541	1,727,681	8,554,784	7,714,366
Excess of expenditure over revenue (revenue over expenditure) from operations	(203,781)	(73,248)	20,638	69,273	549,321	473,083	1,176,845	1,255,687	1,543,023	1,724,795
Contribution from (to) City of Hamilton	162,290	(153,390)	251,170	225,460	549,980	511,600	1,572,520	1,848,900	2,535,960	2,432,570
Excess of revenue over expenditure	$ 366,071	($ 80,142)	$ 230,532	$ 156,187	$ 659	$ 38,517	$ 395,675	$ 593,213	$ 992,937	$ 707,775

The Corporate Division is comprised of the Marketing Department and the Finance and Administration Department, which includes the box office and related fees.

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DISCUSSION ONLY

Pannell
Kerr
MacGillivray
Chartered Accountants

M.P.O. Box 679,
4 Hughson Street South,
Hamilton, Ontario L8N 3M5
Telephone: (416) 523-7732
Fax: 572-933

March 24, 1988

Mr. W. McFarland,
Chairman,
Audit & Finance Committee,
The Hamilton Entertainment
and Convention Facilities Inc.,
Copps Coliseum,
101 York Boulevard,
Hamilton, Ontario,
L8R 3L4

Dear Mr. McFarland:

We have completed our audit of the records of H.E.C.F.I. for the current year. Our examination did not disclose any weaknesses in internal control or errors that should be brought to your attention. We appreciate the cooperation shown to us by the staff of H.E.C.F.I.

Yours truly,

PANNELL KERR MACGILLIVRAY,

per Michael Collyer

Michael G. Collyer, F.C.A.
Partner/ah

6.1 City of Hamilton : Department Reorganization : Central Utilities Plant

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

PRIVATE AND
CONFIDENTIAL

CONFIDENTIAL

M E M O R A N D U M

FOR ACTION: [ ] **FOR INFORMATION:** [XX]

TO: The H.E.C.F.I. Board of Directors
Attn: Ms. P. Bennett, Secretary

COPIES TO:

Mr. B. Conacher
Mr. J. Leuser

FROM:

Mr. J. Crane, Director
Copps Coliseum

DATE:

1988 April 11

SUBJECT:

Central Utilities Plant - Capital Project
D36500 Energy Conservation - City Hall

RECOMMENDATION:

For information purposes only.

M E M O R A N D U M from
COPPS COLISEUM

BACKGROUND:

I attach herewith copy of Memorandum dated 1988 April 8 from Mr. J.J. Schatz, Secretary, Executive Committee for your information.

As detailed therein, a Recommendation from Mr. D.W. Vyce, Director of Property, respecting the re-organization of the Property Department was approved by the Executive Committee at its meeting dated 1988 April 7.

Included within this Recommendation and of specific interest to the H.E.C.F.I. Board of Directors, is Item 6 sub-section (e) of the Eighth Report of the Executive Committee whereby responsibility for administering Capital Project D-36500, Account No. 0408-A2500 Energy Conservation City Hall be transferred from the Architectural Division of the Property Department to the Central Utilities Plant Division of the H.E.C.F.I. on the proviso that the funds therein shall be used solely to improve upon the heating, ventilation and air conditioning system and associated energy conservation measures within City Hall.

It should be noted that my staff at the Central Utilities Plant has provided considerable input to date respecting the proposal, initiation and implementation of energy conservation projects completed at City Hall and financed from Capital Project D-36500. Further projects are being considered and investigated so as to commit the remaining balance of funds available within this account i.e. approximately $160,000.00.

I anticipate that by transferring the responsibility for administering Capital Project D-36500 to the Central Utilities Plant, proposed energy conservation projects can be expedited more effectively and the remaining balance of funds can be committed by year end.

Respectively submitted

COPPS COLISEUM

John T. Crane
Director

JTC:dn

Attchmts.

MEMORANDUM • CITY OF HAMILTON

TO	Mrs. P. Bennett, Secretary HECFI	YOUR FILE:	
FROM	Mr. J. J. Schatz, Secretary Executive Committee	OUR FILE :	
SUBJECT	**ARCHITECTURAL DIVISION - PROPERTY DEPARTMENT RE-ORGANIZATION**	DATE :	1988 April 8

Attached for your information, please find a copy of a recommendation respecting the re-organization of the Property Department which was approved by the Executive Committee at its meeting held Thursday, April 7, 1988 and will be considered by City Council at its meeting on Tuesday, April 12, 1988.

I would draw your attention to Item 6 sub-section (e) of the Report wherein you will note that the Executive Committee is recommending that the responsibility for administering Capital Project D-36500, Account No. 0408-A2500, Energy Conservation City Hall, be transferred from the Architectural Division of the Property Department to the Central Utilities Plant Division of the Hamilton Entertainment and Convention Facilities Inc. (H.E.C.F.I.) on the proviso that the funds therein shall be used solely to improve upon the heating, ventilation and air-conditioning system and associated energy conservation measures within City Hall.

I am also attaching for your information a copy of a Private and Confidential report from the Director of Property to the Executive Committee which is the basis of the Committees recommendation to City Council.

Would you please have this matter presented to your Board.

JJS/dg
att.

c.c.: Alderman B. Hinkley, Chairman, HECFI
Mr. B. K. Conacher, Managing Director, HECFI
Mr. J. Crane, General Manager, Copps Coliseum ✓
Mr. L. Sage, Chief Administrative Officer
Mr. D. W. Vyce, Director of Property

Subjoined is Section 6 of the Eighth Report of the Executive Committee.

6. (a) That the Architectural Division of the Property Department be re-organized in the following manner:

(i) Delete the position of Energy Auditor, currently a temporary full time position.

(ii) Take no action to retain the services of a student draftsman on a full time, year round, contractual basis when the incumbent student's work term expires April 28, 1988.

(iii) Create an additional position of Project Manager.

(iv) Establish a part-time clerical position to provide secretarial support to the division, or a part-time student architectural draftsman on a contractual basis, both as required within the funding available for salaries and wages in the Architectural Division Budget.

(b) That the services of Mr. Gary Robinson, Energy Auditor, attached to the Architectural Division of the Property Department on a contract basis, be terminated effective May 6, 1988.

(c) That the savings realized as a result of the deletion of the position of Energy Auditor and not filling the position of student draftsman be utilized by the department in order to retain the services of an additional Project Manager, Salary Level "K," $38 038.00 to $44 776.16, plus fringe benefits.

(d) That no action be taken to confirm the additional staff complement until such time as the positions recommended for deletion are vacant.

(e) That the responsibility for administering Capital Project D-36500, Account No. 0408-A2500, Energy Conservation City Hall, be transferred from the Architectural Division of the Property Department to the Central Utilities Plant Division of the Hamilton Entertainment and Convention Facilities Inc. (H.E.C.F.I.) on the proviso that the funds therein shall be used solely to improve upon the heating, ventilation and air-conditioning system and associated energy conservation measures within City Hall.

(f) That the responsibility for Energy Conservation in other City owned buildings remain with the Property Department, Architectural Division and be co-ordinated by the Manager of the Division and his staff.

NOTE: This re-organization will have no adverse financial impact on the operating budget of the Property Department and will result in the continuation of an effective Energy Conservation Programme for City Hall. In addition, it will provide for improved efficiency within the Architectural Division of the Property Department.

Copies of a detailed report from the Director of Property to the Executive Committee setting out background information relative to the Departmental Re-organization are available from the Secretary, Executive Committee or the Director of Property.

CONFIDENTIAL

FOR ACTION

REPORT TO: Mr. J.J. Schatz, Secretary
EXECUTIVE COMMITTEE

FROM: Mr. D.W. Vyce, Director of Property

DATE: March 11, 1988
COMM FILE:
DEPT FILE:

SUBJECT:

Architectural Division - Property Department - Re-Organization

RECOMMENDATION

1. That the Architectural Division of the Property Department be re-organized in the following manner:

   (a) Delete the position of Energy Auditor, currently a temporary full time position.

   (b) Take no action after April 28, 1988 to retain the services of a student draftsman on a full time, year round, contractual basis.

   Note: The incumbent student's work term expires on April 28, 1988.

   (c) Create an additional position of Project Manager.

   (d) Retain a part-time clerical person to provide secretarial support to the division, or a part-time student architectural draftsman on a contractual basis, both as required within the funding available for salaries and wages in the Architectural Division Budget.

2. That the services of Mr. Gary Robinson, Energy Auditor, attached to the Architectural Division of the Property Department on a contract basis, be terminated effective May 6, 1988.

RECOMMENDATION - Continued...

3. That the savings generated as a result of acceptance of Recommendations 1(a) and 1(b) be utilized by the department in the following manner:

   (a) to retain the services of an additional Project Manager, Salary Level K, $38,038.00 to $44,776.16, plus fringe benefits.

   (b) to retain the services of a part-time clerical person so as to provide secretarial support to the Architectural Division **or** in the alternative, retain the services of a part-time architectural student draftsman on a contractual basis, as necessity dictates and within the confines of the funds available for salaries and wages in the Architectural Division Budget. The appropriate salary schedule for each of these employees will be developed later in consultation with the Human Resources Centre.

4. That the responsibility for administering Capital Project D-36500, Account No. 0408-A2500, Energy Conservation City Hall, be transferred from the Architectural Division of the Property Department to the Central Utilities Plant Division of the Hamilton Entertainment and Convention Facilities Inc. (H.E.C.F.I.) on the proviso that the funds therein shall be used solely to improve upon the heating, ventilation and air-conditioning system and associated energy conservation measures within City Hall.

5. That the responsibility for Energy Conservation in other City owned buildings remain with the Property Department, Architectural Division and be co-ordinated by the Manager of the Division and his staff.

FINANCIAL IMPLICATIONS

The re-organization will have no adverse financial impact upon our operating budget. The salary and wage accounts of our budget will not increase as a result of the re-organization. At best, it could result in some minor savings in operating costs.

The effects of the re-organization on the capital budget will result in savings, we believe, for we will be able to produce more efficiently and effectively.

BACKGROUND

During July 1984, a report was produced by H.H. Angus & Associates Ltd. wherein it was recommended that certain improvements be undertaken at City Hall with respect to the heating, ventilation and air-conditioning systems. In the same era, there existed a Provincial Program entitled The Municipal Energy Audit Program which provided financial assistance to municipalities engaged in energy audit activities. Provincial financial assistance no longer exists, having ceased at the end of 1986.

The City's first energy auditor was retained in the latter part of 1982. The services of Mr. Gary Robinson was retained on September 5, 1984. Both employees fall in the non-union category and were retained on a contract basis, although I now understand, one has not formally been entered into with Mr. Robinson.

The services of an energy auditor have always been retained by the City on a temporary full time (contract) basis, for I believe, it was the opinion that at some point, the necessity for one lessens, as time goes on and as certain improvements are undertaken to buildings.

When I assumed responsibility for the Architectural Division of the City under the newly created Property Department on March 10, 1987, I set a goal for myself to create a strong division which would concentrate solely on architectural matters and be able to produce good quality buildings in a professional manner using the project management system. My aim was to produce buildings within budget and on time.

One year has past since the re-organization; the day to day management of the division is now under the control of Mr. Robert Martiniuk, O.A.A. Throughout this past year, I have grown to realize that the workload the division is responsible for is simply overwhelming. To put my concern quite simply and frankly, the division with its existing complement of two project managers and one draftsman cannot produce all the work requested of them within the time frames expected by the other departments and as set out in the Capital Budget to which we primarily relate. It is absolutely impossible; therefore, we have found it necessary to priorize the projects set before us and simply put a great many matters on hold for the time being. We cannot provide the quality cost effective service which I believe to be in the best interests of the City and a service which I hope you also believe in.

In review of the problem confronting the division and keeping in mind Council's directive to keep expenditures in annual operating budgets to a maximum of 4.5% increase, I have developed recommendations 1 to 5 inclusive which I feel will be in the best interests of the City.

BACKGROUND - Continued...

It is proposed to terminate the services of the Energy Auditor, a temporary (contract) employee, Mr. Gary Robinson, effective May 6, 1988. I have discussed this issue of the report with the Human Resources Centre; they have indicated that the proposed action is in order, subject of course to Council approval.

While we are indeed making use of a student Architectural Draftsman, again on a temporary basis, but throughout the year, it is recommended that this services also be terminated, once the current students work period expires on April 28, 1988 and he returns to his classroom studies.

I recommend to you in the alternative, that the City retain the services of an additional Project Manager whose qualifications would be well rounded and contain a combination of skills - architecture, construction, drafting. This person would assist in the completion of the many projects now facing the division.

I propose to utilize the savings, generated as a result of the terminations to fund the position of Project Manager. There will be no increase in staff. In fact, in terms of numbers, the staff complement will be less. There will be no increase in our budget as a result of the proposal. Overall, I strongly believe it to be a better utility of resources.

The total funding within our 1988 budget for the energy auditor and contractual services - draftsman, including fringe benefits amounts to $57,140.00.

The salary level of a Project Manager, Level K, extends from $38,038.00 to $44,776.16 plus fringe benefits. It has yet to be determined exactly the amount of funds required to retain the services of a quality person who would produce immediate benefits to the City, but it definitely will be within that range, a level equal to the two other project managers in the division.

There is no doubt that savings generated will exceed the cost of retaining a new Project Manager, by a minimum of $6,150.00 and no doubt to a greater extent.

I am proposing to use this excess funding to retain the services of clerical personnel (a clerk-typist) on a part-time basis who would provide the division with the all important clerical support necessary to the successful operation of our division. This is an absolute necessity if we are to produce quality work.

In the alternative, rather than retain a clerical trained person, it may be more advantageous, at a particular moment in time, to retain a student architectural draftsman to undertake a specific assignment. This flexibility of utilizing both types of personnel would indeed be beneficial to our division.

BACKGROUND - Continued...

In summary, the total cost of retaining the new personnel will not exceed the savings generated by the terminations of service and the benefits to the City will be tremendous. It will ensure that our responsibilities are carried out more expeditiously and more efficiently and I believe, more economically since we will be able to produce more, in a shorter time frame and not be subjected to the effects of inflation as a result of undue delays in projects.

Finally, I addressed the continuing role of an energy auditor.

Briefly, I am of the opinion that the responsibility, for fine tuning, if you will, the heating, ventilation and air-conditioning systems within City Hall could be undertaken quite capably in an efficient and effective manner by the staff of the Central Utilities Plant under the leadership of Mr. J. Crane and Mr. B. Calder of H.E.C.F.I. I have discussed this issue with Mr. Crane who concurs in my assessment. The Central Utilities Plant staff are currently responsible for providing heating, ventilation and air-conditioning to the City Hall and in my opinion, it seems logical that they too should be responsible for fine tuning the system and aiming for efficiencies through appropriate energy management. The C.U.P. staff are well qualified to analyze problems in the system and determine what should be undertaken to improve same. As a matter of fact, Mr. Robinson and the C.U.P. staff currently work together on all energy projects with City Hall. That is not to say that outside consultants will not be used for in fact, they will be utilized greatly as they have in the past to provide professional engineering advice on matters of a very specialized nature.

The responsibility for the Account to be transferred (0408-A2500) originally was established in 1984 with an allotment of $730,000, after adjustment. Currently, the balance in the account is $368,256.68. This will be reduced very shortly to $150,000.00 - $160,000.00 if our recommendation to retain the services of an engineering consultant to design and install a new chiller in City Hall is approved.

The two remaining energy conservation capital accounts which we have been responsible for are minimal in terms of overall dollars ($50,000 per annum in one and a remaining balance of $14,441 in another). These funds are used in energy management projects in all other City owned buildings exclusive of City Hall. I believe, with the changes in our organization as proposed and with the assistance of independent professional consultants that we can still achieve energy management objectives utilizing these funds.

Continued...

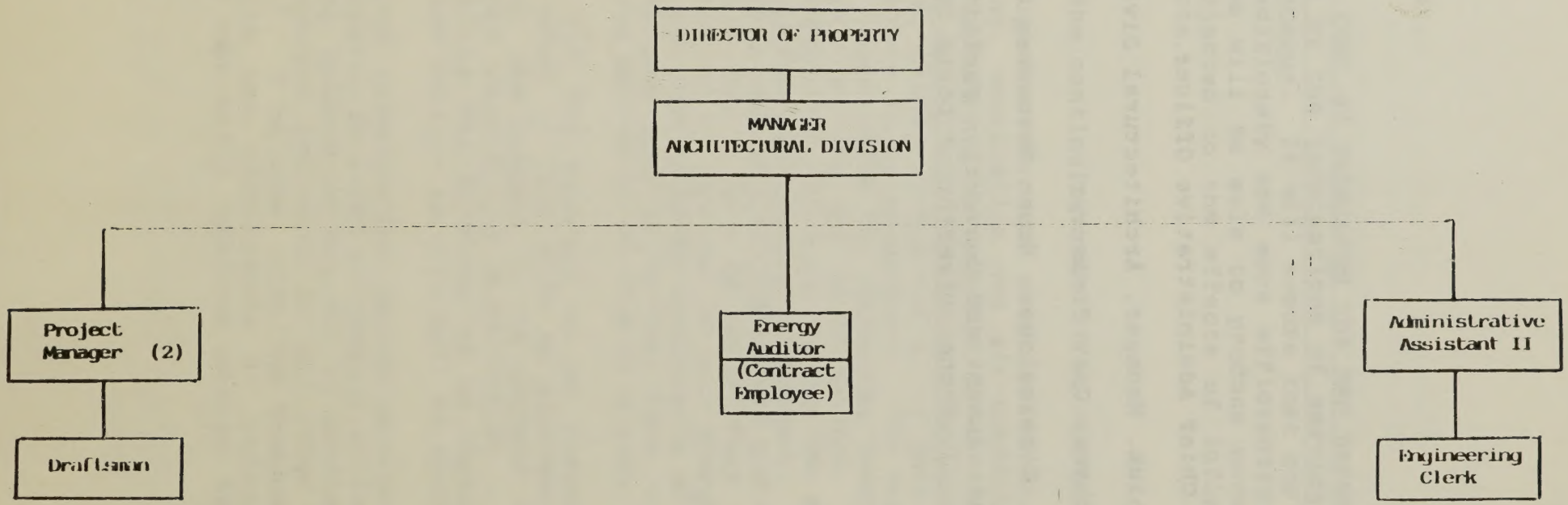
c.c. - Mr. L. Sage, Chief Administrative Officer

- Mr. R. Martiniuk, Manager, Architectural Division

- Mr. E.C. Matthews, City Treasurer

- Mrs. C. Lowe, Commissioner, Human Resources Centre

- Hamilton Entertainment and Convention Facilities Inc.
  Attention: Mr. J. Crane, Director of Copps Coliseum


DIRECTOR OF PROPERTY
MANAGER
ARCHITECTURAL DIVISION
Project
Manager (2)
Draftsman
Energy
Auditor
(Contract
Employee)
Administrative
Assistant II
Engineering
Clerk

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

URBAN MUNICIPAL
JUN 2 1988
GOVERNMENT DOCUMENTS

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HAMILTON PERFORMING ARTS FOUNDATION INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, April 15, 1988
HAMILTON CONVENTION CENTRE
Albion "C"

AGENDA

1. **Chairman's Remarks**

2. **Minutes of Annual Meeting January 8, 1987** — Attachment 2

   2.1 Errors or Omissions
   2.2 Motion to Approve

3. **Election of Directors**

4. **Audited Financial Statements for the Year Ended December 31, 1987** — Attachment 4

5. **Appointment of Auditors : Pannell, Kerr, MacGillivray**

6. **Confirmation of Proceedings** — Attachment 6

7. **Adjournment**

April 11, 1988
Patricia Bennett
Executive Secretary

URBAN MUNICIPAL
MAY 18 1988
GOVERNMENT DOCUMENTS

2. Minutes of Annual Meeting January 8, 1987

MINUTES of the Annual General Meeting of the Members of The Hamilton Performing Arts Foundation Inc., held at the Board Room, at Hamilton Place, on Thursday, January 8, 1987 at the hour of 10:30 a.m.

Present

Chris Bart
Tom Casey
Sam M. Cino
David M. Hector
Alderman B. Hinkley
Jack Jaggard
Norman Levitt
Webb McFarland
Michael Watson
Alderman Wheeler
Reg Whynott
Terry Yates

being a quorum of the Members of the Foundation.

Also present at the invitation of the meeting were Thomas B. Burrows, Secretary of the Foundation, Brian Conacher, Managing Director/Chief Executive Officer of Hamilton Entertainment and Convention Facilities Inc. ("HECFI"), John Leuser, Director of Finance and Administration of HECFI, P. DiFilippo and Mrs. Jean Faris, Recording Secretary.

Mr. Hector took the Chair and Mrs. Faris was requested to act as Secretary of the meeting.

Constitution and Quorum

The Chairman tabled the Notice calling the meeting. Upon motion duly made, seconded and unanimously carried, it was resolved that the reading of the Notice calling this Annual General Meeting of Members be and the same was dispensed with and taken as read.

A quorum of the Members being present and due notice of this meeting having been given to all of the Members, the Chairman declared the meeting to be regularly constituted for the transaction of business.

Minutes of Last Annual General Meeting held May 30, 1985

The minutes of last Annual General Meeting of the Members held May 30, 1985 were reviewed and thereafter, upon motion duly made, seconded and unanimously carried, such minutes were taken as read and approved and directed to be signed as correct by the Chairman and the Secretary of the meeting.

Approval of Financial Statements for
the Fiscal Period Ended December 31, 1985

The Chairman presented to the meeting the financial statements of the Foundation for the fiscal period ended December 31, 1985, and such financial statements were considered and discussed. Thereafter, upon motion duly made, seconded and unanimously carried, it was resolved that the financial statements of the Foundation for the fiscal period ended December 31, 1985, as prepared and reported on by the Auditors of the Foundation be approved.

Enactment of By-law No. 3,
Increasing the Number of Directors
and Determining the Composition of
the Board of Directors of the Foundation

The Chairman advised the meeting that the next matter to be considered by the Members was the enactment of By-law No. 3 of the Foundation, being a by-law increasing the number of directors of the Foundation from seven to fourteen directors and further providing that the membership of the Board of Directors of the Foundation shall at all times be the same as the membership of the Board of Directors of HECFI.

After discussion, upon motion duly made, seconded and unanimously carried, it was resolved that By-law No. 3 of the Foundation, being a by-law increasing the number of directors and determining the composition of the Board of Directors of the Foundation, be approved, ratified and confirmed.

Election of Directors

In accordance with By-law No. 3 of the Foundation, the meeting then proceeded with the election of directors and the following Members of the Foundation were nominated and duly elected directors fo the Foundation for the ensuing year or until their successors are elected or appointed:

Dr. C. Bart
Mr. D. Beattie
Mr. D. Braley
Mr. T. Casey
Mr. S. Cino
Alderman J. Gallagher
Mrs. J. Gowland
Mr. D. Hector
Alderman B. Hinkley
Mr. W. McFarland
Mayor R. Morrow
Alderman T. Murray
Alderman R. Wheeler
Mr. T. Yates

Appointment of Auditors

The Chairman advised the meeting that the next matter to be considered by the Members was the appointment of auditors.

After discussion, upon motion duly made, seconded and unanimously carried, it was resolved that the firm of Spicer MacGillivray, Chartered Accountants, be appointed as Auditors of the Foundation until the next Annual Meeting of the Members or until their successors are appointed, at a remuneration to be fixed by the Directors, the Directors being authorized to fix such remuneration.

Confirmation of Proceedings

Upon motion duly made, seconded and unanimously carried, it was resolved that all acts, proceedings, contracts, by-laws, appointments, elections and payments, enacted, made, done and undertaken by the Directors and Officers of the Foundation since the last Annual General Meeting of Members as recorded in the minutes of meetings of Directors or Members or on the books or records of the Foundation be approved, ratified and confirmed.

Appointment of Officers

After discussion, upon motion duly made, seconded and unanimously carried, the following resolution was passed with respect to officers of the Foundation:

BE IT RESOLVED THAT the Chairman and the Vice-Chairman of the Foundation shall henceforth at all times be one and the same as the Chairman and the Vice-Chairman, respectively, of Hamilton Entertainment and Convention Facilities Inc. ("HECFI"); the Chief Executive Officer of HECFI shall also be the Chief Executive Officer of the Foundation; the Director of Finance and Administration of HECFI shall also be the Treasurer of the Foundation; and the Director of Hamilton Place shall also be the Secretary of the Foundation.

Termination

There being no further business coming before the meeting, upon motion duly made, seconded and unanimously carried, it was resolved that the meeting should terminate.

_____

Chairman

_____

Secretary

4. Audited Financial Statements for the Year Ended December 31, 1987

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **HAMILTON PERFORMING ARTS FOUNDATION INC. BOARD OF DIRECTORS**

FROM: Patricia Bennett
Executive Secretary

DATE: April 11, 1988

SUBJECT: **AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 1988**

BACKGROUND:

- The Draft Audited Financial Statements for the Year Ended December 31, 1987 were reviewed and endorsed by the HECFI Audit Committee at its meeting held March 25, 1988.

- Mr. Michael Collyer, of the auditing firm, Pannell, Kerr, MacGillivray, was in attendance at that meeting and reported that "...examination did not disclose any weaknesses in internal control or errors that should be brought to your attention."

Respectfully submitted,

Patricia Bennett

Patricia Bennett

DRAFT

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1987

DRAFT
FOR
DISCUSSION ONLY

EXHIBIT "A"

THE HAMILTON PERFORMING ARTS FOUNDATION INC.
BALANCE SHEET
AS AT DECEMBER 31, 1987

A S S E T S

	1987	1986
OPERATING FUND		
Cash in bank	$ 129	$ 505
Short-term deposit	1,606	1,175
	1,735	1,680
SCHOLARSHIP FUND		
Short-term deposit	5,029	5,089
	$ 6,764	$ 6,769

F U N D B A L A N C E

FUND BALANCE		
Operating	$ 1,735	$ 1,680
Scholarship	5,029	5,089
	$ 6,764	$ 6,769

APPROVED ON BEHALF OF THE BOARD

)
_____) DIRECTORS
)
_____)

AUDITORS' REPORT

To the Directors of The Hamilton
Performing Arts Foundation Inc.

We have examined the balance sheet of the Hamilton Performing Arts Foundation Inc. as at December 31, 1987 and the statements of revenue and expenditure and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1987 and the results of its operations for the year then ended in accordance with the accounting principles set out in the note to the financial statements applied on a basis consistent with that of the preceding year.

Hamilton, Ontario,
March 4, 1988.

CHARTERED ACCOUNTANTS.

DRAFT

THE HAMILTON PERFORMING ARTS FOUNDATION INC.
NOTE TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1987

SIGNIFICANT ACCOUNTING POLICIES

(a) Revenue and expenditures for the Foundation are recorded on the accrual basis.

(b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.

(c) Interest income is allocated to the operating and scholarship funds based upon each fund's proportionate share of the short-term deposit.

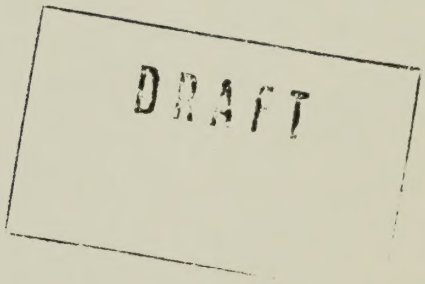
EXHIBIT "B"

DRAFT

THE HAMILTON PERFORMING ARTS FOUNDATION INC.
STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - OPERATING FUND
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986
INTEREST REVENUE	$ 70	$ 131
EXPENDITURE		
Miscellaneous	15	-
		-
EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR	55	131
FUND BALANCE - BEGINNING OF YEAR	1,680	1,549
FUND BALANCE - END OF YEAR	$ 1,735	$ 1,680

EXHIBIT "C"



THE HAMILTON PERFORMING ARTS FOUNDATION INC.
STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - SCHOLARSHIP FUND
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986
REVENUE		
Share of profit from co-promotions with the Hamilton Entertainment and Convention Facilities Inc.	$ 2,639	$ -
Interest	301	264
	2,940	264
EXPENDITURE		
Performing Arts Scholarship		
Paula Groves	500	1,000
Andre Gingras	2,500	-
	3,000	1,000
EXCESS OF EXPENDITURE OVER REVENUE FOR THE YEAR	60	736
FUND BALANCE - BEGINNING OF YEAR	5,089	5,825
FUND BALANCE - END OF YEAR	$ 5,029	$ 5,089

6. Confirmation of Proceedings

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **HAMILTON PERFORMINGS ARTS FOUNDATION INC. BOARD OF DIRECTORS**

FROM: Patricia Bennett
Executive Secretary

DATE: April 11, 1988

SUBJECT: **CONFIRMATION OF PROCEEDINGS**

The following motion will ratify all proceedings since the last Annual General Meeting:

> THAT ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE FOUNDATION SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE FOUNDATION BE APPROVED, RATIFIED AND CONFIRMED.

BACKGROUND:

- Passing of the above motion will formally endorse the one pending issue; that being the possible amalgamation of the two foundations - The Hamilton Performing Arts Foundation Inc. and the Arena/Trade Centre Foundation.

- Legal counsel continues to consult with Revenue Canada in respect of the changes to the proposed Supplementary Letters Patent and the affect on the charitable status of the Foundation.

Respectfully submitted,

Patricia Bennett

Patricia Bennett
Executive Secretary

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25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
25078	RED/ROUGE	BF2507
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